

Elm Green Preparatory School



Health & Safety Policy

This policy applies to all pupils in the school including those in EYFS

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HEALTH AND SAFETY POLICY

Elm Green School is a non-smoking environment including outdoor play areas where children are present or about to be present.

STATEMENT OF INTENT

The Proprietor and Senior Management Team (SMT) of Elm Green School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974, with reference to Health and Safety: responsibilities and duties for schools (2022), management of Health and Safety at Work Regulations 1999 and the HSE document: Sensible Health and Safety Matters in Schools

The school is proactive in promoting a Health and Safety culture with high standards within the establishment.

It is a requirement for all members of staff to read this policy and record their compliance in the relevant folder.

It should be recognised that all members of staff have a responsibility for the fulfilment of Health and Safety at Elm Green. Common Law states that staff should take care of pupils in the same way that a prudent parent would do so.

Common sense and a proportionate approach should also be used in assessing and managing risks and support is given in this process. Procedures should always be proportionate to the activity. This is supported with regular training sessions covering the use of fire extinguishers, fire drills, reporting of accidents, incidents and shortcomings to staff and pupils, notification of hazards, use of emergency medicines and formulating risk assessments. Staff should be aware of the reporting procedures to the appropriate member of SMT.

Responsibilities of the Principal:

Overall responsibility for the day to day management of health and safety in the school rests with the Principal as manager of the establishment and of all the activities carried on within it. The Principal has responsibility for:

- Communicating the policy to all relevant parties and ensuring its implementation and monitoring
- Ensuring there is an adequate system in place for undertaking risk assessments
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues
- Ensuring that the establishment has emergency procedures in place
- Ensuring there is no misuse of plant, equipment etc and ensuring that it is maintained in a serviceable condition
- Engaging and consulting with employees on day to day health and safety conditions and providing advice and supervision on Occupational Health, eliminating risks arising from work activities, managing work related stress.
- The Principal attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork

Responsibilities of other teaching and non-teaching staff holding posts of special responsibility e.g. Deputy Head, Senior Teachers, Heads of Department, Caretaker. They should:-

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements in their curriculum area
- Maintain up to date knowledge of the guidelines mentioned above
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- Ensure relevant inspections of their areas of responsibility to confirm that equipment, furniture and activities are safe
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents occurring within their department are promptly reported and investigated
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

SPECIFIC EQUIPMENT/ASPECTS and RESPONSIBLE PERSONS

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

FACILITY	RESPONSIBLE	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD
Access equipment e.g. ladders, tower scaffold	Caretaker	Caretaker	
Caretaking/ cleaning equipment including hand tools	Caretaker	Caretaker	
Grounds maintenance equipment	School H&S Consultant	School H&S Consultant	
PE equipment	PE staff	Universal Services	Annually
Technology Equipment	IT technician	IT Technician	
Art/Design Equipment	Head of Art	Essex Kilns	Kiln Annually
Science	Head of Science	Science Teacher	
First Aid	School Assistant/Senior Teacher	School Assistant/Senior Teacher	
Portable electrical equipment	H&S Consultant	Approved contractor	
Swimming Pool	Caretaker & H&S Consultant	H&S Consultant/ Caretaker/ Calorex/Cavendish Laboratories A W Heat Pump Services	Annually Annually
Play equipment	School H&S Consultant /Caretaker	Universal Services	Annually
Fixed wiring	School H&S Consultant	Danbury Electrics	5 years
Boiler -gas(Swimming Pool, Berryfield) -oil (Hall)	School H&S Consultant	Essex Commercial	Annually
Internal and external boundary fences	School H&S Consultant /Caretaker	School H&S Consultant /Caretaker	
Fire Systems	School H&S Consultant	M&G Fire Systems	Annually - extinguishers Six monthly – alarm systems
Water systems	School H&S Consultant	Comfort Commissioning/ Cavendish Laboratories	Biannual Legionella Risk assessment/Annual inspection of water tanks/ water testing

FACILITY	RESPONSIBLE	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD
Trees	School H&S Consultant	Essex Arboretum Ltd	Annually
Air Conditioning (IT room)	School H&S Consultant	CM Cooling	Annually
Asbestos	School H&S Consultant	School H&S Consultant	Annually
Kitchen – Rational Cooker	School H&S Consultant	Combi-tech	Annually

All records of examination and maintenance checks for plant and equipment by external contractors are held in the School Office and electronically in Site Maintenance.

ARRANGEMENTS AND ASSOCIATED POLICIES SUPPORTING HEALTH AND SAFETY WITHIN THE SCHOOL

FIRE MANAGEMENT

The Senior Teacher and the School H&S Consultant are responsible for ensuring the documentation relating to fire safety is maintained on a regular basis.

All details regarding fire safety management are located in the Fire area of the Site Maintenance drive. The details of the Fire Management Policy are available to all staff and parents on the school website.

FIRST AID AND MEDICATION

Details of First Aid and Support for Pupils with Medical Conditions is contained in a separate policy and Staff Handbook. The Senior Teacher and office assistant are responsible for the day-to-day management of First Aid and medication and monitoring of accidents. The school aims to ensure that all staff understand their duty of care and to also consult with parents and a range of local professionals in the development, implementation and review of this policy.

ACCIDENT AND INCIDENT REPORTING PROCEDURES

In accordance with the Accident/Incident Reporting Procedure employees must report:-

- Accidents and dangerous occurrences
- Violent incidents and verbal abuse

For these purposes: -

- Local accident books located in the staff room, swimming pool area, PE Department and music house are used to record all minor incidents to pupils. All significant incidents must also be reported promptly to the Principal
- A local accident book located in the school office is used to record minor accidents to staff
- School accident reports will be monitored termly for trends and a report made to the Health and Safety Committee, as necessary, by the Senior Teacher
- The Principal or their nominee will investigate accidents and take remedial steps to avoid similar

instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible

- Details of how to deal with H&S Emergencies can be found in the school Critical Incident Policy and the Educational Visits Policy

Reporting to the Health and Safety Executive (HSE). (RIDDOR)

The school is aware of its obligations to staff, pupils and visitors with regard to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) arising out of or in connection with work.

All relevant incidents or injuries will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/>.

Any incident related to health and safety should be reported immediately to a member of the senior management team so that a full investigation can be conducted.

RISK ASSESSMENTS

Full details are contained in the Risk Assessment Policy and associated risk assessments.

General Risk Assessments

The Principal is responsible for assessing the risks to health and safety of staff, pupils and others affected by school activities in order to identify the health and safety measures that are necessary. Due regard is given to the assessed risk and in some circumstances a record is kept of the significant findings of that assessment. The school is mindful of its responsibility to assess specific risks as necessary and appropriate. Generic risks such as slips, trips and falls will only be noted on risk assessments when relevant to the location i.e. swimming pool floor. Risk assessments are reviewed termly at the Health and Safety Meeting.

Departmental Risk Assessments

Risk Assessments for specific activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice.

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is safe and necessary.

SITE SECURITY

Please refer to appendix 1 for detailed guidance on site security.

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of substances which fall under the "*Control of Substances Hazardous to Health Regulations 2002*" (the "COSHH" Regulations).

A register of chemicals held on site is maintained and reviewed termly at the Health and Safety Meeting. Hazardous substances are stored securely either in the purpose built cupboard in the Science Room or in in shed SP7. The Principal is responsible for reviewing and updating this record and staff require written

permission to bring any on site. The register will then be amended.

LIFTING AND HANDLING

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to the Principal who will arrange for a risk assessment to be carried out.

CATERING AREAS

The school's adherence to health and safety in catering, and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the school cook completes a hygiene and safety audit of food storage, meal preparation and food serving areas at regular intervals.

Records of checks and tests are held in the School Kitchen.

SCHOOL VEHICLES

The Principal acts as the Transport Manager for the school and maintains records of all necessary documentation.

ASBESTOS

The school has taken steps to ensure it complies with the Control of Asbestos Regulations 2012 and guidance in Managing Asbestos in your School. The Principal retains the full report for the management survey of asbestos-containing materials carried out by SH Asbestos Services and a plan for managing asbestos in the school. Staff have been made aware of the risks and precautions they need to take. The School H&S Consultant is responsible for reviewing the management of asbestos and reporting to the Health and Safety Committee on an annual basis.

OCCUPATIONAL HEALTH

The school recognises its responsibility to support staff in occupational health issues and any concerns should be reported to the Principal.

STRESS

The school is committed to promoting high levels of health and mental well-being and recognises the importance of identifying and reducing workplace stresses in line with the HSE management standards. The school has completed a work-related stress risk assessment which is available to all staff. Systems in place within the school for responding to individual concerns include Performance Management, immediate access to the Principal/SMT, mental health lead staff member.

OFF-SITE VISITS

Off-site visits will be organised following guidance contained in the Educational Visits Policy.

The school's Educational Visits Co-ordinator is the Deputy Headteacher.

WORK AT HEIGHT

Activities that involve working at heights from where a person could fall a distance that is liable to cause personal injury present a significant risk. All such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

The establishment's nominated person responsible for working at height is the Caretaker.

SWIMMING POOL

A separate Manual for the Swimming Pool is held electronically in the Site Maintenance drive and a copy kept in the Pool Storage Room. All staff concerned have read procedures and have signed the Declaration Form at the front of the file to confirm.

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/carers when bringing children to school or collecting them. Gates are kept shut during school hours. Access points are to be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles. If an event is being held outside of normal school activities for which the school gate is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Parents visiting from other schools for events are issued with guidelines relating to safe use of the lane and parking on site.

LETTINGS / SHARED USE OF PREMISES

All lettings are managed by the Principal.

VISITORS INCLUDING CONTRACTORS

All visitors and contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge. Visitors and contractors will be issued with guidance on safeguarding, fire procedures, local management arrangements and vehicle movement restrictions.

The Caretaker is responsible for overseeing work carried out by the contractors where their work may directly affect staff and pupils.

Whenever possible, contractors complete work out of school hours or during holiday periods.

LEGIONELLA

The School undertakes a Legionella Risk Assessment every two years through Comfort Commissioning Ltd who have been appointed as Competent Person. They provide servicing of site facilities and monitor the Log Book to ensure correct checks are completed. Records and results of these checks can be found in the Legionella Logs.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

A general workplace inspection of the site will be conducted termly by the caretaker. Monitoring inspections of individual departments will be carried out termly by Heads of Department or nominated staff. The person(s) undertaking the inspection will refer their findings and concerns to the Senior Teacher.

The Health and Safety Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the SMT.

Communication of Information

The Health and Safety Law poster is displayed in the School Office.

All Policies are displayed in the School Office Area and are available electronically on the School website.

Health and Safety Training

Health and Safety induction training will be provided and documented for all new employees including Work Experience students using the Induction Checklist as an outline alongside the Staff Handbook.

Refresher training will be provided for existing staff on a termly basis or when necessary including assessment of risks.

The Principal will be responsible for assessing the effectiveness of training received. Each member of staff is also responsible for drawing the Principal's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

MONITORING AND REVIEW

It is the responsibility of the Principal, Senior Management Team, Heads of Departments and Caretaker to review procedures and update guidelines. This will be undertaken on an annual basis or sooner when a risk necessitates a review of current practices.

Policies linked to this Document

Educational Visits Policy
Safeguarding, Child Protection & Promoting the Welfare of Pupils Policy
Critical Incident Policy
First Aid and Supporting Pupils with Medical Conditions
Behaviour Policy
Fire Prevention Policy
Anti-Bullying Policy
Intimate Care Policy
PSHCEE Policy
Risk assessment Policy
Pool Safety Operating Procedures
Pool Technical Operating procedures

Appendices:

Appendix 1 Site Security

SAFEGUARDING STATEMENT

Elm Green Preparatory School is committed to maintaining a safe and secure environment for all pupils in accordance with its Safeguarding, Child Protection and Promoting Pupil Welfare Policy.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children in accordance with the School's Equal Opportunities Policy.

SITE SECURITY

Elm Green School aims to provide a safe and secure environment. To enable this, a range of procedures, rules, routines, risk assessments and security checks are incorporated into the Health and Safety Policy. This policy is reviewed by the Health and Safety Committee on an annual basis (or earlier if legislative changes occur). The people who use the school site, whether staff, visitors, volunteers, parents or pupils must adhere to these to ensure that site security and safeguarding is maintained.

The Induction Policy requires the sharing of all aspects of the Health and Safety Policy with new staff. Existing staff are regularly reminded of procedures and should know how to protect students and colleagues from harm, guard against assault, safeguard property, access help or emergency services and implement emergency procedures as appropriate.

Children are advised of expectations in Assemblies/ PSHCEE lessons and information is provided to parents via the Parents' Handbook.

VISITORS' ENTRY and EXIT

1. All gates, other than the entrance gate to the school office, will be kept locked except at the start and end of each day. The main gate will be locked at 8.50am each day and unlocked if necessary by the Caretaker/delegated staff member e.g. for large deliveries. At the end of the day, the main gate is opened by staff who should always carry a radio when escorting children on 'Line' at the end of the day.
2. We have an open door policy in school, and welcome parents into the school if they are on their way to see their child's teacher or collect something from the cloak room before or after school. Parents should not be offended if they are challenged by an adult in the school as we are working to secure the safety of all students and staff.
3. Legitimate visitors, volunteers and any latecomers must only enter through the School Office where they are required to sign in/sign out. Visitors' badges may be allocated by office staff who will also ensure that Fire Procedures and Safeguarding procedures are brought to the visitors' attention. A waiting area is provided for visitors until they are collected or escorted to their destination.
4. Details of invited/expected visitors and associated arrangements should be completed on the appropriate form and given to the School Office in advance of the visitors' arrival.
5. We suggest that visitors who are disabled let us know in advance if they require any special arrangements. We will do our best to make sure that the visit is as comprehensive as possible, within the constraints imposed by our historic buildings on a scattered site. We are progressively introducing facilities for wheelchair users but do not yet have total coverage of the site. We have disabled parking [outside our main gate].
6. Registers of parents/visitors attending meetings will be taken on the day.
7. The school uses Closed Circuit Television (CCTV) to ensure the safety and security of pupils, staff, and visitors, as well as to protect school property. The system is owned and operated by the school with cameras placed at strategic points across the site and clear signage to inform individuals that CCTV is in operation. The system is monitored by authorised personnel as agreed by the Principal. Recorded footage is stored securely and is accessible only to authorised personnel. The school complies with the Data Protection Act and CCTV footage is retained for a maximum of 30 days unless required for an ongoing investigation.
8. Anyone will be considered as an intruder during the school day, unless and until they have gone through the visitor reception procedure. They should be challenged and asked to leave the site if necessary. Trespass may give rise to criminal proceedings.

9. Parents should not drive/park on the school site between 8.00am and 5.00pm unless specific permission has been granted.
10. Adequate security lighting and alarms are in place around the school and maintained by the Caretaker.
11. Contractors are required to observe the school's security procedures. They must ensure that building materials, vehicles, equipment and scaffolding are secure and safe within designated areas that are suitably fenced with signage to protect the safety of students and staff. Some contractors will have DBS clearance, but all workers should be monitored whilst they are on the school site and never left alone in the proximity of students.

CHILDREN and STAFF

1. All latecomers (pupils and staff) should sign in at the School Office. Staff leaving during the school day should sign out at the School Office and sign in on their return if appropriate.
2. When a pupil is collected by an adult, that pupil will only be allowed home with adults having parental responsibility or confirmed permission to collect the student.
3. Pupils are never allowed to leave school alone during school hours and, if collected by an adult, must be signed out. Should a pupil leave the school premises without permission, staff must not chase after the pupil but report this immediately to the School Office. The parents/carers and police will then be informed of the circumstances.
4. If pupils attend after-school clubs on-site, parents should wait outside the main gate or relevant classroom area to collect their child. Pupils who are not collected promptly should be escorted to 'After School Club' by the adult with responsibility for running the club.
5. Pupils are supervised at all times when on the playground. Supervision is by either teachers and/or support staff during morning break and lunch time. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the ICT room. All flammables/chemicals are kept securely locked in appropriate storage facilities. Students do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.
6. Staff or pupils who observe intruders on or near the school site should immediately report the situation to the School Office.
7. Staff should familiarise themselves with procedures for 'Lone Working' and ensure that a mobile phone is on hand together with phone numbers of key staff.

OFFENCES

It is an offence to use threatening, abusive or insulting words or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress regardless of intent. Any visitor to the school who behaves in such a manner will be asked to leave the site and the police may be called. It is an offence for anyone to carry a weapon or knife on the school premises.

In the event of an assault, physical attack on any person involved in school activities or whenever a weapon is thought to be involved, or any other offence has been committed the school will:

1. Restrain the assailant with reasonable force to protect the victim if necessary.
2. In all but minor cases, report to the police any incidents where the school has responsibility for any of those involved on or off-site.
3. Make an immediate record of the incident noting witnesses or others who may provide information regarding the incident.
4. Where it is reasonable to believe that a pupil is carrying an offensive weapon a senior, same gender, member of staff may search the pupil if they are agreeable. A witness must be present. Parents/carers may be summoned if a pupil is uncooperative and a referral made to the police as necessary. Searches should not be undertaken by anyone other than the police in any other circumstances.

5. All but minor incidents of theft, vandalism, damage and burglary will be reported to the police. Staff and pupils are discouraged from bringing valuable items into school and, in the event that they do so, the school accepts no liability.
6. Police help must be sought immediately when an intruder is thought to be present.