

**Westbrook Hay**  
Prep School



**HEALTH AND SAFETY  
POLICY  
(Including EYFS)**

<b>Policy to be Reviewed</b>	<b>Annually</b>
<b>Last Review Date:</b>	<b>March 22, 2017</b>
<b>Reviewed by:</b>	<b>Estate and Facilities Bursar</b>
<b>Approved by Board of Governors</b>	<b>Pending</b>

## **SECTION 1: Declaration of Intent**

The Governors of Westbrook Hay Prep School seek to maintain, and improve progressively, the environment of the School and other work places in order to ensure the health, safety and welfare of all its users. The School intends to comply with all relevant legislation. The School intends to ensure that everyone has sufficient information and appropriate training to fulfil their responsibilities.

The School seeks to create an environment within the School where everyone:

- is aware of their responsibilities to each other
- act in responsible ways, consistent with others' health and safety
- safeguard and promote the health and safety of others

The policy relates specifically to health and safety on the School site and its environs. Employees are, however, expected to take similar precautions, and adopt similar practices and procedures, whilst engaged in activities away from the School and may need to address Health and Safety policies of other organisations, for example, whilst on off-site visits.

The School undertakes to make arrangements for consultation and participation in decision-making in matters relating to health and safety, between governors, teaching and support staff, representatives professional associations and pupils.

Failure on the part of employees to discharge the obligations placed upon them by this policy may render them liable to:

- prosecution under health and safety legislation;
- disciplinary action, under the School's disciplinary procedures and rules

## **SECTION 2: Objectives**

The Governors seeks to promote health and safety by providing, in so far as is reasonably practical:

- healthy and safe working practices and conditions
- systems for the establishment and maintenance of codes of practice and risk assessments
- information, instruction and training in safe working methods and practices
- first aid facilities; and employees trained in first aid
- safe premises, plant and equipment
- safe arrangements for the handling, storage and use of materials and substances
- safe access and egress, including evacuation procedures

This policy will be periodically reviewed to ensure that it complies with legislation and local conditions.

### **SECTION 3: Responsibilities**

The Governors expect **all School employees** to be responsible for ensuring the effective implementation of this policy.

The Health and Safety Committee will carry out co-ordination of the policy and its implementation on a day-to-day basis. This will be done in liaison with the Estate and Facilities Bursar

Specific **roles and responsibilities** are outlined as follows.

#### **i. Duties of the Governing Body**

The Governing Body, in consultation with the Estate and Facilities Bursar will:

- make itself familiar with health and safety legislation and codes of practice which are relevant to the work of the School.
- ensure that there is an effective and enforceable policy for the provision of health and safety;
- undertake to provide a safe place for everyone to work;
- enable staff to perform their School-related activities in a healthy and safe manner by offering them the opportunity to receive health and safety training appropriate to their duties and responsibilities.

#### **ii. Duties of the Estate and Facilities Bursar**

The Estate and Facilities Bursar is accountable to the Governing Body for the implementation of the Health and Safety Policy. The Head supports the Estate and Facilities Bursar to ensure that all necessary and appropriate action is taken so that the requirement of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular the Estate and Facilities Bursar, will:

- be aware of the requirements of health and safety legislation and codes of practices relevant to his area of responsibility;
- ensure safe working practices and procedures are established and practiced;
- arrange systems of risk assessment.
- consult with employees on health and safety issues;
- identify training needs of employees and pupils and ensure, within the resources available, that these needs are met;
- collate accident and incident information and when necessary, carry out investigations;
- monitor the standard of health and safety throughout the School;
- monitor first aid and welfare provision;
- organise regular safety practices and inspections as necessary
- ensure that any defects in the premises, plant, equipment or facilities are made safe or are notified
- ensure that toxic, hazardous and highly flammable substances are correctly stored.

To monitor the effectiveness and implementation of all Health and Safety Policies and Procedures through regular meetings with school staff; to review incidents and concerns and take necessary action to reduce the risks identified.

### iii. The Duties of all Employees (teaching and support staff)

All employees will make themselves familiar with the requirements of **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to their area of work.

Any employee, when faced with a potential hazard, is expected to take appropriate precautions, including removing pupils from the immediate area if necessary, whilst not placing themselves in danger.

In addition, they should:

- take reasonable care and precautions to ensure the health and safety of themselves and others; and to do nothing, by act or omission, which might compromise their own or others' health and safety support measures implemented to meet statutory requirements
- be familiar with this health and safety policy and all other safety regulations as laid down by the governing body and/or the Estate and Facilities Bursar;
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by all pupils and other employees;
- familiarise themselves with emergency evacuation procedures
- report promptly all concerns about health and safety, accidents, reportable diseases and dangerous occurrences by (as appropriate) :
  - reporting the matter to the Estate and Facilities Bursar either in person or by telephone; or
  - using 'helpdesk' to log any action required
  - reporting the matter to a senior member of staff; or
  - completing and forwarding accident report forms (see below);
- see that all plant, machinery and equipment is adequately guarded and is in good and safe working order;
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied and not make unauthorised or improper use of plant, machinery and equipment;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- satisfy themselves, when using plant, machines, tools and equipment, that it is not defective or a potential hazard; and satisfy themselves, when purchasing or hiring

equipment, that it is suitable for its intended use and complies with appropriate safety regulations

- take an active interest in promoting health and safety and suggest ways of reducing risks to their line managers or the senior management team.

**v. The Duties of Teaching Supervisory Staff**

In addition to the general duties which all members of staff have, all teaching supervisory staff (eg heads of departments, co-ordinators, staff, science technician) have overall day-to-day responsibility for the implementation and operation of this health and safety policy within their relevant departments and areas of responsibility.

They will assist other employees, pupils and visitors to comply with its requirements.

They will ensure that:

- safe methods of working are implemented;
- health and safety regulations, rules and procedures and codes of practice are applied effectively, including other employees, pupils and visitors and others in safe working practices and communicating relevant health and safety information to relevant person
- they teach safety as an integral part of courses, both by formal teaching and example; and prohibit any student who refuses to adopt safe working practices from taking part in the lesson or activity
- they monitor the standard of health and safety throughout the department in which they work, including completing necessary risk assessments and regular safety inspections; encourage others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of everyone;
- they report any health and safety concerns to the appropriate person and take positive, corrective action where necessary to ensure the health and safety of all staff, pupils and others;

**vi. Estate and Facilities Bursar and Maintenance team**

In addition to the general duties which all members of staff have, the HoDs have overall day-to-day responsibility for the implementation and operation of this health and safety policy within their relevant departments and areas of responsibility.

They should ensure:

- safe methods of working are implemented;
- all plant, machinery and equipment in the department in which they work is adequately guarded, and is maintained in good and safe working order;

- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment.
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the areas in which they work;
- toxic, hazardous and highly flammable substances in the areas in which they work are correctly used, stored, labelled and disposed of;
- identify premises/site defects and deal with them as appropriate. Where they cannot be dealt with, ensure the area is made safe and the matter reported to the Estate and Facilities Bursar;
- ensure that hirers, contractors and others who use the premises are briefed in Health and Safety procedures so that they can conduct themselves in such a manner that all statutory and advisory safety requirements are met (ref **Contractors** below) .

## vii. Pupils

Pupils are expected to:

- exercise personal responsibility for safety of themselves and others;
- observe the safety rules of the School and, in particular, the instructions of staff given in an emergency;
- be aware of basic safety evacuation procedures;
- report unsafe matters and to voice concerns about health and safety through their form tutors or any other employees as appropriate.

## SECTION 4: Arrangements and Procedures

### i. Training of Staff

All new employees will be given safety induction training by the Estate and Facilities Bursar to include:-

- fire precautions and safety procedures;
- first aid and accident reporting arrangements;
- general information on health and safety;
- known hazards in the workplace and the control measures in place;
- the schools policy and procedures;
- specific topics relating to that person's role and their place of work, including departmental policies and risk assessments

Specialist job related training will be conducted / organised as follows:

- Minibus - via Estate and Facilities Bursar's Office
- Science related - Head of Science
- Design and Technology related - Head of D&T
- Catering and Cleaning - Catering Manager / Housekeeping
- First Aid - School Secretary
- Any individual requirements for subject / activity specifics - Head of Department / Line Manager

Refresher training will be given as appropriate to changes within the workplace and the role of the individual.

**ii. Risk assessments (ref: *Risk Assessments Policy*)**

Each person in charge of an area will ensure that a regular risk assessment is carried out and specific safety rules are identified and applied.

Risk assessments are co-ordinated by the Estate and Facilities Bursar.

**iii. First Aid (ref *First Aid and Medical Policy*)**

Westbrook Hay Prep School will adhere to the DfE Guidance on First Aid in Schools. The School Secretary is the Medical Co-ordinator and will liaise with the Estate and Facilities Bursar.

At the discretion of the governing body a number of staff will be given such training in first aid techniques as is required to give them a basic minimum level of competence.

Supplies of first aid material are held in the School Medical Room and School Office and other appropriate locations such as the staff rooms.

In the event of medical assistance being required during School hours, one of the school's qualified first aiders should be contacted and the School Office notified. If all else fails, contact the emergency services directly.

A record will be made of each occasion that first aid treatment is given either on School premises or related buildings or as part of a School related activity carried out on behalf of the governing body.

**iv. Accident Reports (ref: *Accident Reporting and Investigations Policy*)**

All accidents and injuries to any person on the School premises are to be reported. Forms are completed on Schoolbase. Completed accident reports are also printed on hard copy and the Estate and Facilities Bursar informed. Any record book in a workshop or laboratory should also be completed and kept up to date.

Where applicable, accidents will be reported under RIDDOR (ref First Aid Policy) through the Medical Co-ordinator who will keep the Estate and Facilities Bursar informed.

**v. Fire Safety (ref: *Fire Safety Policy and Fire Drill/Emergency Evacuation Procedure*)**

Westbrook Hay Prep School recognises that fire can have a devastating effect on life as well as the School's business and activities. The risk of fire and its consequences will be reduced if the policy and its supporting procedures are followed.

It is the policy of Westbrook Hay Prep School, so far as reasonably practicable, to:

- safeguard all persons on School premises from death or injury in the event of fire.

- minimise the risk of fire and limit the spread of fire if it occurs.
- minimise the potential for fire to disrupt teaching and routine School business, damage to buildings and equipment, and harm the environment.
- comply with the requirements of legislation relating to fire and fire safety.

In particular, the School will ensure that (inter alia):

- regular fire drills are held, both known and unknown, at varying times of day;
- all premises are subjected to a fire risk assessment and where risks are identified, action is taken to implement appropriate control measures and remove the risk or reduce it as far as is reasonably practicable;
- measures are taken for maintaining emergency routes and exits, fire signs and notices, emergency lighting where required, fire detectors, alarms and extinguishers by suitably qualified persons;
- alarms and other fire protection equipment are regularly inspected and serviced;
- construction and maintenance of buildings is designed, specified and carried out in accordance with all relevant fire safety legislation;
- appropriate instruction is given to all persons on the WHS site in relation to fire safety.

### iii. Evacuation Procedures (*ref Critical Incident Plan*)

We will ensure that an emergency procedure is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the premises. This procedure will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss.

This sequence will determine the priorities of the emergency plan. Staff, pupils and users of the School site and other locations will regularly rehearse this plan.

The detailed procedures are contained in the Staff Handbooks.

### iv. Off-site visits (*ref Educational Visits (Non-EYFS/ Educational Visits EYFS)*)

The law places the Group Leader of an off-site school visit 'in loco parentis'.

In addition to the School Policies on this area, including that referred to above, the relevant sections of the DfE guidance *Health and Safety: advice on legal duties and powers* <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools> should be read by all Group Leaders.

It is the responsibility of staff to take care of a child in a way "that a prudent parent would have done". Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. They can be assured that the School, as their employer, will stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the School's guidelines, including the preparation of risk assessments as appropriate.



The following guidance from the ISI Regulatory Handbook should be noted:

- A written risk assessment is not required for every visit and the Group Leader, in conjunction with the Trips Co-coordinator, will make the decision about when to carry out a risk assessment. A risk assessment is not needed every time a school takes pupils to a local venue such as a swimming pool, a park or a museum. Circumstances when a risk assessment is appropriate would include activities away from school; for example, mountaineering, skiing, go-karting
- Trips abroad also need careful attention to duties under health and safety.
- Where a risk assessment is carried out, the all significant findings of the assessment should be recorded.
- Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the School as most of these activities take place during school hours and are a normal part of the child's education at the school.
- However, parents will be told where their child will be when not on school premises and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. A 'one-off' consent form is used for parents to sign when their child registers at the school.
- When planning an activity involving certain "high risk" activities (caving, climbing, trekking, skiing or watersports) the Group Leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

v. **Staff Welfare (ref *Stress Management Policy*)**

As a responsible employer, the School values the health, safety, welfare and wellbeing of all our community staff. WBH has a duty to ensure the health, safety and welfare of its employees as far as reasonably practicable.

It is also required to have in place measures to mitigate as far as practicable factors that could harm employees' physical and mental well-being, which includes ***work-related stress***. The Health and Safety Executive has defined work-related stress as "*the adverse reaction a person has to excessive pressure or other types of demand placed on them*". This duty extends only to those factors which are work-related and within the School's control.

The School, via the HR department, will continue to develop the School-wide policies and procedures to protect the wellbeing of employees, assist and support line managers in supporting individuals, and liaise as appropriate with **occupational health and other medical professionals**, with the object of helping employees to maintain good psychological health.

## vi. Violence to staff

The school community of Governors, staff, parents and pupils adheres to a code of conduct. We expect the highest values and standards of behaviour both inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School.

We expect all members of the school community – pupils, staff, parents and visitors - to treat each other with consideration and good manners. Everyone has a right to feel secure and to be treated with consideration, dignity and respect, particularly the vulnerable. Harassment, bullying and work-related violence towards our staff will not be tolerated.

***Work-related violence*** is defined by as any incident in which a member of staff is abused, threatened or assaulted by a another member of staff, pupil, parent or visitor in circumstances arising out of the course of his/her employment.

The School will

- Treat any reports of work-related violence, threats or abuse seriously and respond to them promptly.
- Record details of the incident where appropriate and give all members of staff involved in the incident full support during the whole process.
- Respond to and, where possible, resolve incidents, ideally before they escalate.
- Monitor incidences of violence and abuse and initiate appropriate action if more measures are needed.
- Where possible, direct staff to appropriate support and advice after an incident has occurred
- If an investigation is needed, work with the police and offer any assistance needed to help in their enquiries.

## vii. Workplace safety (*ref: Security, Access Control, Workplace Safety & Lone Working Policy*)

Our policy for security and workplace safety at Westbrook Hay Prep School is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go.

Its second objective is to protect our buildings and grounds, together with the equipment belonging to the School and the personal possessions of everyone in our community. There are at least 6 staff resident on the site.

All staff receive a briefing on security and workplace safety within their first week at the School. This includes advice on:

- Supervising pupils, where new members of the teaching staff are given training in registration and in the arrangements for supervising pupils.
- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.

- The regime of login and password protection for electronic equipment.
- How academic, first aid and support staff are trained in keeping pupils safe.

All staff are regularly reminded of the need to ensure the physical security of their possessions, school property and buildings.

The School includes Personal Safety as one of the themes in the Personal, Health and Social Education (PHSE) Programme for pupils. In this work we impart skills and knowledge to enable pupils to be aware of ways in which they can help themselves to keep safe.

**viii. Visitors to the School site, unauthorized callers**

All visitors must report to Reception and sign in the visitors' book.

All visitors must carry the identification provided which is currently a School visitors' lanyard and badge.

It is important that unauthorised callers are challenged as to the nature of their visit.

It is recommended that employees should assess the risk of challenging unauthorised callers and where appropriate two members of staff should be involved.

**ix. Contractors (ref: *Contractor Management Policy – H&S on site*) M has a policy – need to check name**

The objective of the policy referred to above is to ensure that, so far as reasonably practicable, safety standards are complied with by contractors, so that their presence on site and activities undertaken do not represent an unreasonably increased risk to members of the school community and the contractor staff themselves.

The Estate and Facilities Bursar will check the health & safety competence of any contractor before appointment.

Prior to works commencing, the Estate and Facilities Bursar will ensure that the Contractor is fully briefed on the Site Safety Rules and other information required to ensure safe working procedures.

The Contractor will be required to read and sign off the document attached to the Policy "*Contractor On-Site Procedure – Site Safety Rules*"

**x. COSHH, Asbestos (ref: *Control of Substances Hazardous to Health (CoSHH) and Asbestos Management Policies*)**

It is inevitable that in any school, like other businesses and premises, there will be substances present that could be a hazard to staff, pupils, visitors and contractors. Substances regarded as hazardous to health include adhesives, paints, cleaning agents, fumes generated by a work activity, naturally occurring substances such as dust, and biological agents.

The School aims to control exposure to hazardous substances to prevent ill health, both of employees and of anyone else who may be affected by employers' or employees' actions.

The School's procedures endeavour to abide by best practice and prevailing regulations COSHH 2002 and Control of Asbestos Regulations 2012 and their associated Approved Codes of Practice and Guidance Documents, which set out measures to be taken to control exposure and establish good working practices.

Any area using substances which fall within COSHH Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances.

The presence in the workplace of asbestos containing materials (ACM) does not in itself necessarily constitute an active danger. Persons may be exposed to significant risk, however, if activities which give rise to airborne dust – for example: breaking, sawing, cutting, drilling or machining – are carried out and good management techniques are not applied.

The Estate and Facilities Bursar is responsible for maintaining an up to date comprehensive Asbestos register which identifies the areas within which asbestos may be found.

No member of staff or contractor is expected to be exposed to asbestos fibres in their normal work. Staff whose normal duties may bring them into contact with existing ACMs (such as electricians and maintenance staff) will be trained to recognise asbestos products and to work safely.

**xi. Manual handling (ref : *Manual Handling Policy*)**

Around a third of all accidents reported to the Health and Safety Executive (HSE) and local authorities each year are brought about by manual handling activities, that is the transporting or supporting of loads by hand or by bodily force.

The average injury from manual handling activities results in 20 days off work, the costs are enormous and sometimes the victims never fully recover.

Back pain is an extremely common condition, at any one time one person in seven will be suffering from it. Back pain tends to be recurrent, that is, once you have had one attack you are very much more vulnerable to have others.

The WBH policy referred to above sets down the standards for achieving safe manual handling and lifting throughout the School. It is intended to assist all staff in meeting the requirements of current legislation and act as a source of guidance on how to achieve safe systems of work.

It will be the responsibility of the Estate and Facilities Bursar to ensure that the Manual Handling Operations Regulations 1992 (as amended) are complied with throughout the school.

SLT and other HoDs will be responsible for ensuring that the policy guidance and procedures are adhered to and assessments of risk are carried out for all manual handling activities which constitute a significant risk of injury to members of staff.

**xii. Maintenance and Inspection of plant and equipment**

Maintenance, examination and testing (as appropriate) of plant and equipment – including electrical, local exhaust ventilation, pressure systems, lifting equipment Inspection of portable electrical equipment and fixed installations will be carried out in line within prevailing regulation and best practice guidelines.

**xiii. Minibus (ref: *School Minibus Driving Policy*)**

WBH has taken the decision to base its school guidelines regarding the driving of minibuses upon the guidance issued by Hertfordshire County Council in 2014, as applicable to staff employed by them and as being best practice for all schools in Hertfordshire.

These include the following provisions:

- **All drivers must hold category D1 on their driving license** to drive a minibus at any time for the School – this is likely to apply automatically to those who passed their test before 1<sup>st</sup> January 1997
- Staff who only have a car license and wish to drive a minibus **must pass the PCV theory and practical driving test** to add D1 to their license.
- Applications for the school to fund such a test for a member of staff must be made to the Estate and Facilities Bursar, supported by an explanation from their Head of Department as to why it is felt to be necessary.
- In addition to the above, all potential minibus drivers must have passed the **Minibus Driver Assessment** (equivalent to obtaining the HCC Minibus Driver Permit) to demonstrate their competence to drive the minibus. This can be organised through the Estate and Facilities Bursar's Office.
- Drivers must be authorised by the Estate and Facilities Bursar or Estates Manager to drive the vehicle, having produced evidence of their eligibility under the criteria outlined above.
- Drivers must be at least 21 years of age and under 70 years; and must have held a full driving licence for at least 2 years and must have no conviction for a motoring offence.
- Staff volunteering to drive any minibus in connection with their employment must accept that they take on additional responsibilities which they should not do without knowing they are fit, sufficiently rested, trained, experienced and properly authorised to do. They must notify the person in charge of the minibus of any change in circumstance.

xiv. **Smoking** (*ref Smoking Policy*)

There is no smoking inside any of the School buildings or in the grounds.

**SECTION 5: Monitoring the implementation of the Policy – Health and Safety Committee**

Responsibility for ensuring the effective implementation of this policy, and monitoring matters of health and safety, lies principally with the Health and Safety Committee. This committee comprises:

- Estate and Facilities Bursar
- A Governor
- A member of the SLT
- Member of staff with responsibility for Fire Safety

This committee meets at least once per term. Its terms of reference involve monitoring the health, safety and welfare of all employees, pupils and visitors; and to monitor and take appropriate action in response to any change in circumstance. The Committee will take responsibility for monitoring:

- deficiencies and potential hazards in premises, equipment and site;
- accident reports;
- risk assessments;
- training and provision of information;
- emergency evacuation procedures;
- first aid procedures;
- legislation, regulations and advice received.

The committee should, as far as is reasonably practical, take prompt action in response to hazards and risks known to it. It has a duty to advise the Estate and Facilities Bursar in all matters relating to health and safety.

There will be a regular (at least two yearly) audit of the whole School site by a nominated person, made on behalf of, and reporting to, the committee.

## **Health and Safety Policy (Schedule of Policies and Guidance)**

Accessibility Plan

Accident Reporting and Investigations Policy (*Guidance*)

Asbestos Management Policy

Catering and Food Hygiene Policy

Contractor Management Policy – H&S on site

Control of Substances Hazardous to Health (COSHH)

Critical Incident Plan

Display Screen Equipment (DSE) Policy

Educational Visits Policies (EYFS and excluding EYFS)

Electrical Safety Policy

EYFS Policy

Fire Drill and Emergency Evacuation Procedure (*Guidance*)

Fire Safety Policy

First Aid and Medical Policy

Health and Safety Committee Standing Orders (*Guidance*)

Manual Handling Policy

New and Expectant Mothers Policy and Risk Assessment Form

Physical Education Policy

Risk Assessment Policy and Form

School Minibus Policy and Driver's Declaration (*Guidance*)

Security, Access Control, Workplace Safety & Lone Working Policy

Smoking Policy

Stress Management Policy

Swimming Pool General Operating Plan and Emergency Operating Plan (*Guidance*)

Water Supply and Legionella Policy

Working at Heights Policy