



HEALTH AND SAFETY POLICY

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

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

The Proprietorial Body has overall responsibility for Health and Safety.

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

Signature of Mr Simon Driver, Chair of Proprietorial Body

Signature of Mrs Hilary Pauley, Proprietorial Body

Date of Signature 11/11/2024

This policy consists of four parts:

Part 1 General Statement of Health Safety Policy

Part 2 Organisation of Health and Safety - Responsibilities of the Proprietor and Head

Part 3 Organisation of Health and Safety - Responsibilities of Others Part 4

Specific Arrangements for Health and Safety



HEALTH AND SAFETY POLICY

PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

The Proprietorial Body of Milton Keynes Preparatory School, fully recognises the collective responsibility for providing, so far as is reasonably practicable, a safe and healthy environment for all of the school's employees, pupils, contractors, visitors (including parents) and others who could be affected by the school's activities. The Proprietorial Body attaches high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. We are committed to promoting the welfare of all in the school's community so that effective learning can take place.

The Proprietorial Body takes responsibility as Proprietor of Milton Keynes Preparatory School by appointing the Headmaster with responsibility for overseeing the day to day health and safety, as part of his general responsibility for the upkeep and maintenance of the fabric of the estate and school buildings.

Although the day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster, as the Proprietorial Body, we have specified that the school should adopt the following framework for managing health and safety:

The Site and H&S Manager attend the meetings of the school's Health & Safety committee termly and receives copies of all relevant paperwork.

A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Health & Safety Committee meeting.

The minutes of the Health & Safety Committee's discussions on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the Health and Safety Committee wishes to bring to the Board's attention.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

These reports (as per point above) are considered by the Health and Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

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's Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services. The Site and H&S Manager reports on all these aspects to the Headmaster and Health and Safety Committee.

The school has fire risk assessments, carried out by a competent person, which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Headmaster.



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The school has a competent person to undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and people carrier driver training are provided to any member of the teaching staff who are involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster and other members of the Senior Management Team ("SMT") in order to enable the Proprietorial Body to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Site and H&S Manager.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two, three and four of this document.



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PART 2: ORGANISATION OF HEALTH AND SAFETY – RESPONSIBILITIES OF THE PROPRIETORIAL BODY AND HEADMASTER

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

The Proprietorial Body has overall responsibility for implementing the school's health and safety arrangements. The Headmaster has day to day responsibility for managing the school's health and safety matters and risks.

The Headmaster will:

- Ensure that all employees comply with their obligations listed in this Health and Safety Policy.
- Promote a healthy and safe culture within the school and on all visits and trips in order to prevent accidents and incidents and work-related ill health.
- Seek specialist advice on health and safety matters when necessary.
- Form the Health and Safety Committee.
- Make arrangements to consult and involve employees.
- Ensure that risks are assessed and that safe working practices are put in place to minimise those risks.
- Ensure that any hazards are rectified immediately and that any misuse of equipment is immediately stopped.
- Arrange recording and reporting accidents to staff, pupils and visitors - including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Ensure the school will investigate accidents and incidents to understand causes.
- Ensure that the minutes of the Health and Safety Committee Meeting are reviewed with the Senior Management Team each term, that recommendations for action are reviewed and implemented as needed and that full records are kept of all recommendations and actions taken to be able to monitor and report performance and effectiveness of health and safety policy.
- Ensure that training is undertaken by employees appropriate to their duties, for example, Manual Handling Training, Food Hygiene, First Aid Training and Fire Training Safety.
- Ensure that Matron arranges for regular deep cleaning and pest control services as required.
- Ensure that catering staff adhere to health and safety guidelines for preparation, cooking and storage of food.
- Ensure that the school complies with its reporting requirements and obligations for record keeping.
- Ensure the Site and H&S Manager is the focal point for day-to-day references on health and safety and provide advice where appropriate.
- Provide termly updates to the Proprietorial Body on the fulfilment of the school's obligations.
- Investigate instances relating to violence against staff

Please refer to separate document: Behaviour, Sanctions and Rewards



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PART 3: ORGANISATION OF HEALTH AND SAFETY RESPONSIBILITIES OF OTHERS

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

RESPONSIBILITIES OF THE MAINTENANCE DEPARTMENT

In order to ensure the health, safety and welfare of pupils, the Proprietorial Body and the Headmaster delegate responsibility for ensuring the upkeep and maintenance of the fabric and estate of the building and school grounds to the Maintenance Department who will take responsibility for the following actions and record on Smartlog:

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

The Site and H&S Manager will fulfil the obligations of the role listed in Part 3 of this policy.

The Director and Deputy Head will review the minutes of termly meetings of the school's Health and Safety Committee and ensure that recommendations for action are undertaken and that records of reviews, testing schedules, repairs and maintenance are retained within Smartlog.

RESPONSIBILITIES OF THE HEALTH AND SAFETY COMMITTEE

The Site and H&S Manager chairs the committee meeting. The Health and Safety Committee is comprised at least one member of the Senior Management Team who has the authority to give proper consideration to the views and recommendations considered and appropriate employees who have specific knowledge of health and safety in the school, of whom one is the Site and H&S Manager.

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

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



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

RESPONSIBILITIES OF HEADS OF DEPARTMENTS

Heads of Departments are responsible for ensuring the health and safety of their staff, children and others, especially visitors who may be unfamiliar with the school, those who are disabled, or who have special educational needs.

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

RESPONSIBILITIES OF TEACHERS AND ROOM LEADERS

All teachers and room leaders to:

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

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

RESPONSIBILITIES OF ALL EMPLOYEES

All employees should:

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



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

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

RESPONSIBILITIES OF CHILDREN

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

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

COMMUNICATION

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



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PART 4: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

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

ACCIDENTS

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

Accident Requiring Emergency Services

When an accident occurs, which requires emergency medical support, the Headmaster/Matron or a member of the Senior Management Team will telephone the emergency services. First aid will be provided immediately until the emergency services arrive at school. The Headmaster/Deputy Head/member of the Senior Management Team or a member of the Human Resources Team (if the emergency is for a member of staff) will contact the parent or person named on the staff emergency contact details and inform them of the accident and the name of the hospital where the pupil/staff member will be taken to. Accident Requiring Hospital Visit

If the accident does not warrant an ambulance but which needs hospital attention, then the child or staff member will be treated by a first aider and then transported to hospital. The Headmaster/Deputy Head/member of the Senior Management Team or a member of the Human Resources Team (if the emergency is for a member of staff) team will contact the parent or person named on the staff emergency contact details and inform them of the accident and the name of the hospital where the pupil/staff member will be taken to.

CATERING

The Catering Team have the following responsibilities:

- Ensuring that kitchen equipment is switched off at the end of service - the Catering Manager and the Catering Team.
- The Catering Manager has the following responsibilities:
 - Ensuring the professional deep cleaning of all equipment at 6-week intervals.
 - Ensuring a high level of cleaning of all cooking, food preparation and storage surfaces takes place weekly.
 - Ensure that kitchen equipment is safely used and correctly stored.

ELECTRICAL SAFETY

Responsibility for the following testing remains with the named person:

- Regular portable appliance testing – the Site and H&S Manager
- Electrical Safety Testing. All the buildings at the school have current electrical installation certificates – the Site and H&S Manager.



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Only authorised members of staff may use reprographic equipment and computers. Any defects in such equipment must be reported to the ICT Technician.

ENTERING AND LEAVING THE PREMISES

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

The Cleaning Supervisor is responsible for securing the building at the end of the day and setting the alarm.

EXTREME WEATHER CONDITIONS

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

FIRE DETECTION EQUIPMENT AND FIRE TESTING

- Weekly testing of all fire alarms and recording all tests – the Maintenance Team.
- Arranging an annual service of alarms, smoke detectors, emergency lights and fire extinguishers - the Site and H&S Manager.
- Monthly check of portable fire equipment – the Maintenance Team.
- Monthly check of emergency lighting – the Maintenance Team.
- Organising annual checks of emergency lighting to be undertaken by a specialist contractor – the Site and H&S Manager
- The Site and H&S Manager is responsible for maintaining records of tests.

FIRE PREVENTION

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

- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Maintenance Team.
- Termly fire practices, combined with a programme of inducting new staff and children with emergency escape procedures and the presence of trained Fire Wardens to help ensure that the school can be safely evacuated in the event of a fire – the Site and H&S Manager.
- Checking and switching off all kitchen equipment at the end of service – the Chef.
- Checking that all Scientific and Design & Engineering equipment is switched off at the end of the school day – Science and Design & Engineering teaching staff.
- Checking and switching off all computers, projectors, printers and electronic whiteboards every evening – teaching staff and supply staff and during holidays and weekends – the IT Technician.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flameproof containers – Science, Art and Design & Engineering teaching staff/ Maintenance Team.

FIRST AID

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



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

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

Please refer to separate document: First Aid Policy

HAZARD AND ACCIDENT REPORTING

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

All employees are responsible for reporting hazards of which they become aware during the course of their work. They should inform their line manager, who will log hazards in the Works Order form. The Maintenance Team is responsible for alerting the Headmaster/Health and Safety Committee of any serious hazards. The Headmaster, Site and H&S Manager and/or the Maintenance Team will ensure that the hazard is isolated and ensure that the necessary modifications/repairs are made.

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

LEGIONELLA, WATER AND DRAINAGE

The Maintenance Team is responsible for:

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

MANUAL HANDLING

The Site and H&S Manager is responsible for ensuring that training is provided on Manual Handling where this is a requirement for the normal performance of the work, and for maintaining an audit of the manual handling activities in the school.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

ACCESS TO SPECIFIC AREAS OF THE SCHOOL

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

- **PE** - PE teaching staff- for all outdoor games, swimming, athletics, gymnastics and dance.



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- **Science** – Head of Science – for all experiments and the use and storage of equipment. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teaching staff and technicians.
- **Design & Engineering (D&E)** – Head of D&E - for all activities and the use of all equipment.
- **The Catering Department** - for all activities, safe use and storage of equipment and flammables, COSHH procedures for chemicals and other products.
- **Maintenance, Caretaking and Grounds.** Children are not allowed entry to the Maintenance Department. The staff of the Maintenance Department are responsible for all their activities, safe use and storage of equipment and flammables, COSHH assessments for chemicals and other products.

RIDDOR

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

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

RISK ASSESSMENTS

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

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

Please refer to separate document: Risk Assessment Policy

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

- Science (including COSHH and flammable materials) – the Head of Science.
- All outdoor games – PE teaching staff.
- Swimming – PE teaching staff.
- Athletics – PE teaching staff.
- Art – Head of Art.
- Music – Head of Performing Arts.
- Design & Engineering (including COSHH and flammable materials) – Design & Engineering Teacher.
- All outdoor lessons – relevant member of staff.
- All visits and trips – relevant member of staff.



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

- Outdoor play areas – the Site and H&S Manager.
- Sand tray and sand activities – the Room Leader.
- Water activities – the Room Leader.
- Art and Craft Activities – the Room Leader.
- General play resources and equipment within the playroom – the Room Leader.
- Book areas – the Room Leader.
- Waste disposal – Room Leader.
- Storage areas – Matron/Room Leader. All staff working in the area are responsible for ensuring that they store items in the correct way.
- Toilet areas – Matron.
- Kitchen area and food handling – Chef.
- Procedures for evacuating the Building – Room staff, Headmaster, Site and H&S Manager, Maintenance Department.

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

SAFETY AND SECURITY

- Building security (including alarms, CCTV, locking external doors and windows) – the Headmaster, who in turn have delegated day-to-day management to the Maintenance Team/IT Technician.
- Preventing unsupervised access by children to potentially dangerous areas, the Science laboratory, the Design & Engineering room etc. – All staff, working in cooperation with the PE teaching staff, Science and Design & Engineering.
- Controlling lone working after hours – Head.

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

TRAINING

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

- Science-related health and safety training – Head of Science.
- Design and Engineering related training – Head of Design & Engineering.
- Health and safety training for the Catering and Cleaning staff – Chef/Site and H&S Manager.
- Briefing new children on emergency fire procedures – Teachers and Room Leaders.
- Training new staff on emergency fire procedures – the Site and H&S Manager.
- Inducting new staff in health and safety – the Human Resources Manager/the Site and H&S Manager.
- Identifying specific health and safety training needs of staff – the Senior Management Team, line managers or supervisors.
- First aid training - Matron.



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TRIPS, EDUCATIONAL AND ROUTINE VISITS

Risk assessments are carried out on various school trip locations, including educational visits, sporting activities, and trips abroad. The risk assessments are stored in the Risk Assessments File. It is the responsibility of the Educational Visits Coordinator (EVC) to either review the existing risk assessment kept on file or to carry out a new risk assessment for a new venue/trip/visit/activity and approve it.

EVC will check that all external activity providers have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, the school will check if they are an appropriate organisation to use. This will include checking:

- their insurance;
- if they meet legal requirements;
- their health and safety and emergency policies;
- their risk assessments and control measures;
- their use of vehicles;
- staff competence;
- safeguarding;
- accommodation;
- any sub-contracting arrangements they have;
- that they have a licence where needed.

EVC will take into consideration any requirements set by the school's insurers when planning educational visits.

The staff member leading the trip/visit/activity will complete a trip risk assessment, which lists the staff and children's names, the location and timings to and from school. Details of any medical conditions, allergies and medicines, which may be required by staff or children during the trip/visit/activity, will be included on the trip assessment. Trip leaders will address any accessibility issues, will have plan B/alternative options in place, where necessary. There will be a communication and an emergency plan in place and leaders, helpers, participants, providers and emergency contacts will have been given relevant information about it.

The staff member leading the trip/visit/activity will obtain any medicines required from Matron.

The EVC will source advice from the OEAP (Outdoor Educator's Advisor's Panel) National Guidance. Trip/visit/activity will be evaluated after completion and records kept of incidents, accidents and near misses.

The school maintains vehicle records and vehicles are allocated to trips and events. The Maintenance Department are responsible for ensuring that all school vehicles are fit and in roadworthy condition and serviced at the required intervals.

Please refer to a separate document: Policy on Educational Visits for EYFS children, Policy on Educational Visits for non-EYFS children.



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USE OF EXTERNAL SPECIALIST CONSULTANTS

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

- Structural Surveyors are retained to provide advice on the external fabric of the school.
- Specialist engineers monitor and service the school's plant, equipment, including boilers and hoists annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO).
- Matron will arrange for professional advice from a Dietician on healthier food, menu planning and special diets as required.
- Chef will arrange for deep cleaning of all equipment, high level cleaning of all cooking, food preparation and kitchen storage surfaces.
- Matron will organise appropriate pest control measures, as required.
- The Site and H&S Manager will update the fire risk assessment every 3 years and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added to the school.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors are tested 6-monthly by a qualified contractor.
- A qualified contractor tests emergency lighting and extinguishers 6-monthly.
- Service call points are serviced every 6 months by a qualified contractor.
- The school maintains an asbestos register and the Site and H&S Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place.
- The school has current electrical test certificates for all its buildings. Qualified NICEIC Electrical Engineers are used to inspect and maintain electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- All earthing conforms to BS 6651-1999 or to BS EN 62305.

VEHICLES

- Procedures for managing car parking on-site and vehicles on-site – the Maintenance Team.
- Ensuring that school vehicles are properly maintained and roadworthy – the Maintenance Team.
- Ensuring that all vehicle drivers receive the training to do so – the Head/Maintenance Team.

WASTE MANAGEMENT AND CLEANING ARRANGEMENTS

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

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

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



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Other spillages and leaks should be reported to the Room Leader/Heads of Department and recorded in Works Order form.

WORKING AT HEIGHT

The Site and H&S Manager will ensure that only approved steps/ladders should be used when working at height and only by a person trained to do so.

The Health and Safety Policy has been reviewed in September 2024 and it will be reviewed in or before September 2025.



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APPENDIX 1 ROLES AND RESPONSIBILITIES FOR USE OF EQUIPMENT

	Person Responsible for Risk Assessment	Person authorised to use	Person responsible for checking/repairs	Frequency of inspection
Access equipment, ladders	Maintenance Team	Maintenance Team	Maintenance Team	Daily before use
Caretaking and cleaning equipment, including hand tools	Maintenance Team/ Cleaning Team	Maintenance Team/ Cleaning Team	Maintenance Team/ Cleaning Team	Daily before use
PE and Play equipment	Head of PE/PE teachers/room leaders	Head of PE/PE teachers/children/ room leaders	Head of PE/PE teachers/room leaders	Daily before use
Design and Engineering equipment	Head of Design & Engineering	Head of Design & Engineering, children	Head of Design & Engineering teacher	Daily before use
Laboratory equipment	Head of Science	Head of Science, children	Head of Science	Daily before use
Art equipment	Head of Art	Head of Art/children	Head of Art	Daily before use
Stage lighting equipment	Maintenance Team	Maintenance Team	Maintenance Team	Before each use
Mobile staging	Maintenance Team	Maintenance Team	Maintenance Team	Before each use
Portable electrical appliances	The Maintenance Manager	Maintenance Team/ Head of Design & Engineering/ Head of Science/room leaders/staff authorised to use	Maintenance Team/ Head of Design & Engineering/ Head of Science/room leaders/staff authorised to use	Before each use
Display screen equipment	ICT Systems Technician/ Head of CTS	Staff/children under supervision of the Head of CTS	ICT Systems Technician/ Head of CTS	Daily before use
Kitchen equipment	Kitchen staff/Chef	Kitchen staff/Chef	Kitchen staff/Chef	Daily before use



HEALTH AND SAFETY POLICY

APPENDIX 2 - DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY

