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 the 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: 30.09.2025

HEALTH AND SAFETY POLICY

PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY

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 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 will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others. The headmaster has the day-to-day responsibility for Health and Safety matters within the school.

To achieve compliance with this policy, additional responsibilities have been assigned to the Health & Safety Committee, Headteacher and staff as detailed within this policy.

We will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before delegating health and safety responsibilities to them.

Where necessary we will support staff to seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

We will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all school and trust activities.

The Proprietorial body and senior leadership of MKPS are committed to:

a. Providing a safe and healthy learning and working environment.

b. Preventing accidents and work-related ill health.

c. Compliance with statutory requirements as a minimum.

d. Assessing and controlling risks from curriculum and non-curriculum work activities.

e. Ensuring safe working methods and providing safe working equipment.

f. Providing effective information, instruction and training.

g. Monitoring and reviewing our systems and prevention measures to ensure they are effective.

h. Setting targets and objectives to develop a culture of continuous improvement.

i. Ensuring adequate welfare facilities exist throughout the organisation.

j. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Proprietorial Body recognises that:

- it has a moral duty to take all reasonable steps to prevent people being harmed.

- it has a legal duty imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.
- High standards of health and safety reduce harm and losses, improve our overall performance and make good business sense.

PART 2: ROLES AND RESPONSIBILITIES

2.1 Proprietorial Body

The Proprietorial Body has overall responsibility for implementing the school's health and safety arrangements.

The Proprietorial Body has a responsibility to ensure that:

- A clear written statement (above) promotes the correct attitude towards safety of staff, visitors and students
- The schools' Health and Safety Policies and performances are reviewed annually.

2.2 Headmaster

The headmaster role is to be responsible for day-to-day management of health and safety in the school.

The headmaster will ensure that:

- A health and safety policy is produced for approval by the governing body and that the policy is regularly reviewed and revised as necessary, in conjunction with the recognised trade unions and at least every two years.
- Suitable and sufficient risk assessments of work activities are undertaken, that a written or electronic record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- For high-risk activities, safe systems of work are identified via a risk assessment.
- Information and advice on health and safety is acted upon and circulated to staff and proprietorial body.
- Regular inspections are carried with reports submitted to proprietorial body on a termly basis.
- An annual report is provided to the proprietorial body.
- There is co-operation with the proprietorial body in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- Staff have the competence to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources to ensure they can fulfil such duties.
- Appropriate tasks are delegated to the school's site and health and safety manager, matron and other premises staff.

2.3 Health & Safety Committee

The health and safety committee's role is to promote cooperation between the proprietary body and employees to improve workplace safety by reviewing incidents, creating policies, conducting risk assessments, and monitoring safety performance.

The Health and Safety Committee will ensure the:

- 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.
- 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.

2.4 Responsibilities of Senior Managers and Department Heads

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 have a disability, or who have special educational needs.

To deputise for the headmaster as required.

2.5 Responsibilities of the School Site and Health and Safety Manager

To ensure the upkeep and maintenance of the fabric and estate of the building and school grounds.

The School Site Manager will ensure that:

- Regular portable appliance testing is carried out.
- Electrical Safety Testing and ensuring all the buildings at the school have current electrical installation certificates.
- Procedures for managing car parking on-site and vehicles on-site.
- Ensuring that school vehicles are properly maintained and roadworthy.
- 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 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.
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2.6 Responsibilities of Maintenance Team

The Maintenance Team will ensure that:

- For all their activities, safe use and storage of equipment and flammables, COSHH assessments for chemicals and other products.
- 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.

2.7 Responsibilities of Matron

The Matron will ensure that:

- First Aid Boxes are maintained.
- Will undertake investigations as required for accidents and near misses including the submission of RIDDOR reports if required.
- Arrangements are in place for regular deep cleaning and pest control services as required.
- Organising first aid training.
- Maintaining and administration of Child medications.

2.8 Responsibilities of Catering Manager

- 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.
- 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.
- will arrange for professional advice from a Dietician on healthier food, menu planning and special diets as required.

2.9 Responsibilities of Catering Team

- Ensuring that kitchen equipment is switched off at the end of service.

2.10 Responsibilities of Teachers and Room Leaders

All teachers and room leaders are to ensure:

- 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.

2.11 Responsibilities of all employees

Implementation of the policy is a management responsibility, but the co-operation of all employees is essential. All staff employed by the trust will act responsibly to ensure that:

- They are familiar with, and comply with, the school's health and safety policy.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- They report immediately to the headmaster or to their line manager, any serious or immediate danger of which they become aware.
- They report to the Headteacher or to their line manager immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment and tools for the job and any protective equipment that may be supplied.

2.12 Responsibilities of all children

All children will be instructed, in an appropriate age way, to follow the guidance given to them to help them be healthy and safe in school. They will be taught to understand their responsibilities for the safety of themselves and others with whom they work/play.

All children will:

- Follow instructions issued by any member of staff in case of emergency.
- Ensure that they do not wilfully misuse, neglect or interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

PART 3: COMMUNICATION

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.

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.

PART 4: TRAINING

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.

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.

PART 5: STANDALONE HEALTH AND SAFETY POLICIES AND PROCEDURES

This policy needs to be read in conjunction with the policies, procedures for addressing the following specific areas to include but not limited to:

- MKPS Fire Safety Procedures and Fire Risk Assessment Policy
- MKPS First Aid Policy
- MKPS Administration of Medicines Policy
- MKPS Policy for the Supervision of Pupils including EYFS
- MKPS Policy of Educational Visits for Non-EYFS Children
- MKPS Missing Child Policy
- MKPS Policy on Educational Visits for EYFS Children
- MKPS Before and After School Care Arrangements
- MKPS Major Incidents Policy
- MKPS Risk Assessment Policy
- MKPS Risky Areas
- MKPS Accessibility Plan 2023-2026
- MKPS Pupil Equal Opportunities Policy
- MKPS Catering and Food Hygiene Policy
- MKPS COSHH Risk Assessment, Policy, and Procedures
- MKPS Extreme Weather

PART 6: HEALTH AND SAFETY PROCEDURES AND RELATED ACTIVITES

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

The Health and Safety Committee is comprised at least one member of the Senior Management Team who has the authority to consider 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.

Key areas regularly reviewed and discussed by the Health and Safety Committee:

- 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 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.

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.
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.

6.2 Accidents and Near-Misses
An accident is any occurrence which may/may not cause injury to people or property. A near miss is an unplanned event that had the potential to cause injury, illness, or damage, but did not result in actual harm. Any accident or near miss 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. 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.
The school through the Headmaster or Matron will report to RIDDOR any accidents or incidents which are work related and which require reporting.

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.

6.3 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.

6.4 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.

6.5 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.

6.6 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.
- 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.

6.7 Visitors to the School
For ensuring the safety of visitors, all visitors must report to Reception on arrival in the school building. They will be required to sign in to the electronic my sign in app and wear a visitor's badge. All Visitor's will be provided with a visitor information leaflet to read and comply with. 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.

6.8 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 year and ensure the fire risk assessment is carried out by an external specialist consultant 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 and call points are tested 6-monthly by a qualified contractor.
- A qualified contractor tests emergency lighting and fire extinguishers annually.
- 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 take 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.

HEALTH AND SAFETY POLICY

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/ Head of Performing Arts	Maintenance Team/ Head of Performing Arts	Maintenance Team/ Head of Performing Arts	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

PROPRIETORIAL BODY

Overall Responsibility for health and safety at Main Board level

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NAMED GOVERNOR

Responsibility for Overview of Health and Safety Policy, practice and procedures

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HEAD

Responsibility for day-to-day operations
Organisation of the implementation of the Health and Safety Policy

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HEALTH AND SAFETY COMMITTEE

Chair – A member of the Senior Management Team
The Site and H&S Manager
Appropriate employees responsible for H&S in school

The Health and Safety Committee will receive advice from External Professional Advisers as required.

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WHOLE SCHOOL COMMUNITY
Staff, Children, supply staff, Parents, Governors, Visitors, and Volunteers.
Contractors working on site