

HEALTH & SAFETY AT WORK ACT 1974 GENERAL POLICY STATEMENT

BLUNDELL'S PREPARATORY SCHOOL

(As required under Section 2(3) of the Health & Safety at Work Act 1974)

1. The Governors of Blundell's School recognise and accept their responsibility as an employer for providing, so far as is reasonably possible, safe and healthy work places and working environment for all their staff, authorised visitors, contractors and users of the School facilities.
2. The Governors will take all steps within their power to meet this responsibility paying attention to the provision and maintenance of
 - a) Plant, equipment and systems;
 - b) Safe arrangements for the use, handling, storage and transport of articles and substances;
 - c) Sufficient information, instruction, training and supervision to enable staff to recognise hazards and contribute positively to their own safety and health at work and to the health and safety of others;
 - d) A safe place to work and safe access to it;
 - e) A healthy environment and adequate welfare facilities
3. The Head Master and Bursar will be responsible to the Governors for ensuring safe conditions of work for staff, pupils and authorised visitors to their School. This responsibility will be discharged by direct action or by delegation.
4. Teachers and HoDs, including those in charge of non-teaching staff, will be responsible for the following:
 - a) Ensuring that equipment necessary for the work of the department is maintained in compliance with current regulations and that appropriate notices are displayed adjacent to specific hazards.
 - b) Ensuring appropriate instructions and guidelines relating to any aspect of their contents.
 - c) Ensuring that members of staff attached to the department are conversant with safety precautions and procedures.
 - d) Reporting and investigating accidents within the department.
5. Assistant teachers and members of the non-teaching staff will be required to assist the HoD and Teachers in the discharge of his/her responsibilities relative to safety, health and welfare.
6. Teachers will be responsible for:
 - a) Ensuring the safety and healthy environment of the pupils in their care as far as is reasonably practicable.
 - b) Ensuring the proper use by pupils of safety equipment and protective clothing where provided.
 - c) Ensuring that pupils are instructed in safety procedures in operation of processes involving known hazards.
 - d) Initiating aid in the event of an accident.

Without detracting from the primary responsibility of the Heads of both teaching and non-teaching departments for ensuring safe conditions at work, the Governors will continue to keep under review arrangements for providing competent technical advice on safety and health matters where this is necessary to assist departmental heads in their task.

The Governors, recognising the need for the involvement of both teaching and non-teaching staff in achieving a successful safety policy, will co-operate with safety representatives and will provide them with such facilities and training as may be necessary to carry out their tasks.

The Governors remind all staff of their own duties under section 7 of the Health & Safety at Work Act 1974 (see below) to take care for their own safety and that of other staff and to co-operate with the Governors so as to enable them to carry out their own responsibilities successfully.

Section 7: Health & Safety Act 1974

It shall be the duty of every employee, authorised visitor, contractor and user of the School's facilities while on the School Premises:

- a) To take responsibility for the health and safety of him/herself and of other persons who may be affected by his/her omissions; and
- b) As regards any duty or requirement imposed on his/her employer or any other person or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.

Emergency telephone numbers are available in the Sports Hall, Gym, and Swimming Pool, and a Duty Caretaker is on site at all times.

POLICY FOR HEALTH AND SAFETY

Levels of responsibility

It is the responsibility of the Head Master

- a) to draw up and bring to the notice of all staff a policy for Health and Safety and procedures to implement that policy**
- b) to review these procedures annually**
- c) to arrange for the training of staff, where necessary, so that the policy may be carried out satisfactorily**
- d) to respond to and act on reports from staff on matters of health and safety**
- e) to ensure all staff carry out the procedures laid down in the policy for Health and Safety**
- f) to pass on any concerns he/she may have or any reports from staff on matters of Health and Safety**

Aim and general statements of policy

The aim of our school is to create an atmosphere of carefulness both in and out of school. This is for all users of the school, children, school staff, parents and the community. All policies are available for view around the school.

This carefulness includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good practise

For children, good safety habits are taught as part of the whole curriculum. This can be through topics which include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc.

It might also be through a health-related topic such as smoking. In assembly matters of safety relating to the building and grounds are continually discussed with the children.

Blundell's Preparatory School Policy for Health and Safety

At Blundell's Preparatory School children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

A positive policy for healthy eating is maintained at school.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- In the playground
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits

For any physical activity, children change into shorts and T-shirts or appropriate clothing for sport and other activities. They are expected to wear trainers or studded boots, as appropriate, for indoor and outside activities. Children may also be asked to do some indoor physical activity in bare feet. It is part of our school policy that children do not wear any form of jewellery (with the exception of simple ear studs for medical purposes) for safety reasons.

We have a limited number of school rules, but refer to a code of conduct, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc. All can be summarised in the School motto *non sibi* (not for oneself) which predisposes children to think of others and the consequences of their own actions towards others and the environment in which they are operating.

Educational Visits – refer to Trips Policy

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Emergency Procedures

Blundell's Preparatory School has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at regular intervals. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

Accidents

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Please refer to School's First Aid Policy

Staff responsibilities

All staff should

- a) check the safety of the classroom or work area in which they are operating completing both General and fire Risk Assessment Forms
- b) see that any equipment to be used is safe
- c) ensure that safe procedures are followed and that protective equipment is used
- d) report any defects to the Maintenance Manager or the Head Master
- e) undertake other tasks as appropriate, e.g. first aider

Maintenance

It is the responsibility of the Bursar and Maintenance Manager to see that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security systems are working properly

The Maintenance Manager, under the direction of the Bursar and the Head Master, is responsible for ensuring that the building provides a safe and healthy environment for the children. Any minor repairs or maintenance are completed by the maintenance team or through the use of authorised contractors.

Specific employees maintain clean and tidy buildings and grounds.

Any equipment/hazardous substance is kept in areas inaccessible to the children.

All equipment is maintained regularly.

All electrical equipment is maintained, checked and marked by a qualified electrician appointed so to do.

Blundell's Preparatory School Policy for Health and Safety

Fire Drill and evacuation procedure

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit. **If they wish, staff may check any areas they are passing to ensure that they are empty eg; toilets, empty classrooms. This should only occur if the fire is not in that vicinity and should not slow or impede the evacuation of the children in their charge. Under no circumstances should anyone move further into the building away from their nearest exit or should they move away from the area in which they were working to another area past an exit.**

If your normal exit is blocked for any reason then use the nearest available exit.

(Exit routes for each classroom or activity area are displayed in those locations.)

Lead the children in your charge to the assembly point designated for the area of the school you are in.

The Head Master, Deputy Head or Office Staff will bring the registers together with notification of absent pupils to each class teacher. These lists are furnished to him and maintained by the office staff. In the Pre-Prep the class teacher will take out the register of their own class or activity group.

Nobody is to go back into school. If a child is missing it must be reported.

When all the lists have been received, the person in charge will address those children assembled and give instructions as to how they should proceed.

Staff must ensure your children walk in and out of school sensibly, and line up quietly.

Lunchtime Fire Procedure

The only change to the above protocol is that the Pre-Prep will assemble on the Prep playground.

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Fire and Bomb Alerts

In the event of a fire, bomb alert or another event requiring a School evacuation the Head Master or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)
- Phone 999 for the fire brigade and police. **Mobile 'phone to be taken out by office staff.**
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given **by the Head Master or Deputy Head** will the message be sent back to classes enabling children and adults to re-enter the premises

Smoking Policy

- It is the policy of the Governors that Blundell's Preparatory School is a no-smoking school
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school.

Car Parking

Car parking is a concern at Blundell's Preparatory School **and all effort is taken to minimize the hazards which could arise for those that use the school.** It is also a **potential** hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings on the school premises should be observed at all times.

There is contact with traffic police and the Schools' Liaison Officer who will talk to children and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

- Parking neatly to allow for the maximum number of cars in the car park
- Being vigilant of all pedestrians
- Observing the speed restrictions encouraged by the car park layout and zebra crossings
- Dropping children off in the dropping zones then driving on to keep the traffic flow moving, rather than parking and waiting

Staff should:

- Trips – try to arrange coach arrival when there is the least amount of traffic on school premises.
- At times playgrounds are used for parking to ease congestion, and porters are on duty at busy times.

There will be personal contact by Head Master with any adult who continually parks in an obstructive way or who drives with excessive speed or lack of care.

All comments by parents or neighbours will be followed up.

Blundell's Preparatory School Policy for Health and Safety

Policy on Children Moving Equipment

In the normal day-to-day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. **This needs reinforcing on regular occasions. Which equipment a child should be allowed to move should be at the discretion of the member of staff in charge, taking into consideration the age, weight, height and ability of the child concerned.**

PE and Sports Equipment

Please refer to the PE and Sports Health and Safety Procedures

Furniture

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a stack of chairs then they should be carried singly. If a large number of chairs are needed then the Porter or members of staff will supervise.

Tables need one child at each end. A child must not attempt to lift a table on his or her own.

Small items of equipment include CD players, Laptops, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

No child is allowed to plug or unplug equipment into the mains electricity system.

The use of DVD and audio remote controls should be allowed only under adult supervision.

Blundell's Preparatory School Policy for Health and Safety

Items Children Should Not Move

PC's
Pianos
Paper cutters

Security of the Premises

The Head Master, Deputy Head, Head of Pre-Prep, Blundell's Preparatory School Porter, Blundell's Head Porter and Blundell's Caretaker are the designated key holders and are responsible for the security of the building.

Class or Subject teacher

It is the responsibility of the class teacher to make sure that his or her classroom windows are secure and equipment is switched off before leaving the premises unless a direct arrangement has been made with the cleaner who will be working in that classroom after he or she has left.

Senior Management

The Head Master, Deputy Head and Head of Pre-Prep are responsible for the security of the premises during the school day.

All staff sign out if leaving the School during the School Day and sign in on their return.

Any parent or visitor must report to the office if entering the School.

These points must be adhered to, but in no way detract from the open door policy of the school.

Visitors

All visitors must report to the School office on arrival and collect a visitor's badge, which must be worn in a prominent position whilst on School premises. The badge must be handed back to the office on departure.

For the security of children and premises, all members of staff are expected to challenge anyone on site who is unknown to them and who is not wearing a visitor's badge.

Contractors on Site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must contact the School Office.
- All contractors must report to the School Office.
- Contractors will work under the supervision of the Maintenance Manager and senior members of staff so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children

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- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas. If it is necessary to carry out repairs in areas currently in use then those areas will be restricted in use whilst such repairs are being affected.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this play time, and the contractors must leave the area. If this is not possible or practical then alternative play areas will be designated and the area being worked upon will be closed for the duration.

The Maintenance Manager will monitor all work and any concerns will be reported to the Bursar, Deputy Head and Head Master and the contractor concerned.

Guidance for Contractors on Site

We have been recommended by the Health and Safety Inspector (Devon County) to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play (see previous section)
- Leaving equipment around
- Playing music during school hours if there are children working in the area in which you are working

If you have any problems, please see the Head Master, Clerk of works or Estates Bursar.

SWIMMING PROCEDURE

Blundell's Preparatory School uses the Blundell's pool in the summer term. Staffing ratios are adhered to and a qualified life saver/member of staff is always present.

Refer to the Games Policy.

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Policy on the Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Head Master or Estates Bursar of any difficulties

Reporting School Accidents

The documentation for any serious accidents will be submitted in conjunction with the Bursary at Blundell's

It is not a complete statement of the duty.

Employee Accidents

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.

Pupil Accidents

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc)
- Plant or equipment on the school premises

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- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

Health and Safety Executive

Health & Safety at Work Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

**REPORT OF AN INJURY OR DANGEROUS OCCURRENCE - GUIDANCE NOTES ON
COMPLETING FORM F2508 (rev 1/86)**

Reviewed May 2011

Next Review May 2012

Blundell's Preparatory School General Risk Assessment

Risk assessment must be an everyday process. This written assessment must be repeated annually or earlier if there are any relevant changes to the usage, working routines or structure of a room or in the nature or location of the activity.

Completed assessment sheets should be given to the Deputy Head who will liaise with the bursary regarding any significant risks and/or works to be carried out.

It is your responsibility to regularly check that equipment is properly maintained and that the room or activity area are kept in safe order. It is your responsibility to take all reasonable actions to ensure that children in your care observe the relevant safety rules and procedures.

Room Member of Staff

Risk	Identify ways in which the risk may be eliminated or reduced ie repairs to buildings or equipment, training and instruction given to children, staff training, routines and procedures that can be established.
List below areas of risk arising from the structure of the building/area.	
List below areas of risk involving use or misuse of equipment.	
List below areas of risk involved in particular activities.	

Initial and date first assessment

Initial and date second assessment

Initial and date third assessment

Initial and date work completed

(Deputy Head)

Blundell's Preparatory School Fire Risk Assessment

Risk assessment must be an ongoing process. This written assessment must be repeated annually or earlier if there are any relevant changes to the usage, working routines or structure of the room or its escape routes.

Completed assessment sheets should be given to the Deputy Head who will liaise with the Bursary regarding any significant risks and/or works to be carried out.

It is your responsibility to regularly check that fire exits are clear, doors operate satisfactorily and that fire fighting equipment and signs are in place.

Room Member of Staff

Points to be considered	Hazard	Action to be taken
List all potential ignition sources?		(Minimise or elimination of sources)
Is there sufficient fuel in the vicinity to support a developing fire?		(Can available fuel be removed, relocated or reduced)
How quickly would a fire be detected when the room was in use/not in use?	In Use - Number of Minutes Not in use – Number of Minutes	
Who could be threatened and how?		
Could anyone be trapped?		(What can be done to minimise the risk)
Are there adequate arrangements for fighting a small fire?		(What could be provided to fight a small fire)
What provision is there for raising the alarm and calling for assistance?		

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Would any of the occupants have any difficulty in evacuating the premises?		(How could they be assisted)
Does any structural feature of the building cause concern?		(What action might be taken)
Is unimpeded escape possible?		(What can be done to enable unimpeded escape)
Do Fire doors close automatically?		
Are escape instructions and route signs clearly posted in the room?		

Initial and date first assessment

Initial and date second assessment

Initial and date third assessment

Initial and date work completed
(Deputy Head)