



# HEALTH & SAFETY POLICY



<b>Author</b>	<b>Louise Krier</b>	<b>Compliance Manager</b>
<b>Approved by</b>	<b>Joe Masterson</b>	<b>Headmaster</b>
	<b>Jo Storey</b>	<b>Group Lead Education, Compliance &amp; Safeguarding</b>
	<b>John Forsyth</b>	<b>Chairman of the Forfar Education Group Governance Board for Harrogate Preparatory School Ltd, trading as Brackenfield School</b>
<b>Next review</b>	<b>Spring Term 2024</b>	

## **HEALTH & SAFETY POLICY**

To be read in conjunction with:

- The Health and Safety Law Poster which is sited in the First Aid room
- The Safeguarding & Child Protection policy
- The First Aid, Administering Medicines and Supporting Children with Medical Conditions Policy
- The Fire Drill Policy
- The Educational Visits Policy
- Whole School Risk Assessment

## **STATEMENT OF INTENT**

Harrogate Preparatory School Ltd t/a Brackenfield School, and its Governing Body (Forfar Education Group) will meet the responsibilities under the Health and Safety at Work Act and other Health and Safety legislation to provide, as far as is reasonably practical, safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the Health and Safety of other people such as pupils, visitors and contractors. Details of how this will be done are given in this Health and Safety Policy.

The Governing Body hands day to day responsibility for Health & Safety to the Headmaster who will ensure that effective consultation takes place with all employees on Health and Safety matters and that individuals are consulted before allocating particular Health and Safety functions to them.

Watson & Watson Health & Safety Advisors are the designated competent persons to support and advise Brackenfield School.

Brackenfield School will undertake to provide good quality information and training in Health and Safety matters to all employees in respect to the risk to their Health and Safety.

All staff are expected to enable the maintenance of high standards of Health and Safety in all the schools' activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk.

## **INTRODUCTION**

The aim of this policy is to provide and maintain safe and healthy conditions, equipment and systems of work for all our employees, pupils and other persons who are in any way affected by the facilities and activities of the school and provide adequate information, training and supervision to ensure this can be achieved.

We recognise that in view of our unique responsibility for a vulnerable group in our community, we must attempt to attain the highest standards of health and safety.

The commitment and support of all employees is necessary to achieve these standards and we will provide appropriate training and information.

This policy will be reviewed annually, and employees will be advised of any changes.

This policy is approved by the Chairman of Harrogate Preparatory School Ltd, trading as Brackenfield School and authorised for use throughout the school. It is based on the requirements laid down in the Health and Safety at Work Act, 1974 and the Control of Substances Hazardous to Health Regulations 2002, and will reflect, by amendment, such health and safety policy changes which may from time to time be required.

- The Headmaster/Compliance Manager will undertake a termly safety inspection to monitor the implementation of the school's policy during working hours.
- Class teachers are responsible for the safety of pupils in their care and will teach safety skills and procedures. A copy of this policy is available to all staff on the internal share drive and a hard copy is located in the staff room.
- Health and Safety policies and procedures form a major part of the induction programme of all staff and volunteers
- All staff are expected to read, sign and agree to work within the guidance of this policy. This is done as part of the Induction process for new staff.

It will be the school's policy to investigate the cause of accidents within the school site to prevent possible recurrence. Reports of any investigations are to be presented via the Headmaster. If appropriate the Headmaster will report findings to the Chairman of Forfar Education Group Governance Board for Harrogate Preparatory School Ltd, trading as Brackenfield School.

- All accidents are recorded in the school office, including those reportable under RIDDOR.
- Any work conditions or practices that may be considered unsafe or unhealthy are noted in the caretaker's book for his attention and action (kept in the school office).
- Health & Safety is a weekly item to be discussed on the SLT & Staff meeting agendas.

## **RESPONSIBILITIES**

Forfar Education Group, Governors of Harrogate Preparatory School Ltd, trading as Brackenfield School, will be responsible for all matters covering Health & Safety and welfare at Brackenfield School. They delegate day to day operational procedures to the Headmaster, who in turn is supported by the Compliance Manager, who will work to maintain compliance and report to the Chairman of the school. This is evidenced by the monthly Governance meetings with the Governance Board.

Watson & Watson Health & Safety Advisors have been appointed by Forfar Education Group as the competent persons to carry our regular Health and Safety Audits and Fire Risk Assessments. Compliance Manger will work closely with Watson & Watson in an advisory capacity as required.

## **AREAS TO BE CONSIDERED**

- Workplace safety for staff, pupils and visitors
- School security
- Violence to staff (In line with behavior policy)
- Manual handling
- Slips and trips
- On site vehicle movements
- Managing asbestos
- Control of substances, including use and storage of chemicals
- Working at height
- Selecting and managing contractors
- Good estate management for school
- School building & equipment maintenance
- Fire safety
- Control of Substances Hazardous to Health (CoSHH)

**The Headmaster will:**

- Assume responsibility for the provision and maintenance of safe and healthy working conditions, taking account of the Health and Safety at Work Act and other statutory requirements
- Monitoring health and safety standards, ensuring that corrective action is taken in the event of unsatisfactory performance
- Setting up investigations, as required, to deal with specific health and safety at work problem areas
- Promotion of a constant and continuing interest in health and safety matters throughout the school
- Is responsible for interpreting the practical application of the Health and Safety at Work Act and other safety legislation and to advise all members of staff as to their practical implementation.
- Ensure that Health & Safety is discussed and minuted at weekly SLT meetings
- Will make periodic inspections of domestic, sports areas, classrooms and external grounds to ensure the provision of a safe working environment.
- Will investigate accidents or dangerous occurrences
- Will receive and disseminate safety information, literature and publicity material and actively promote interest in health and safety matters throughout the school

**The Compliance Manager will:**

- Ensure that The Health and Safety Law Poster which is sited in the First Aid room is kept up to date and visible
- Ensure an updated copy of the Health & Safety Policy is shared and signed off during induction training
- Ensure all compliance testing is up to date and recorded, including Fire Alarm & Emergency lighting, Legionella, Asbestos, PAT testing, COSHH & equipment servicing
- Ensure that copies of all school accident reports are kept on file
- Hold appropriate Risk Assessment training
- Disseminate training information with other staff as part of ongoing CPD
- Ensure visitors are given identification badges and sign in and out
- Arrange for all electrical equipment (PAT tests) to be checked for safety once every 2 years as recommended
- Ensure firefighting equipment is checked annually
- Arrange for the report of equipment which is not functioning as it should. These items will be taken out of use until repaired
- Inform the Headmaster when items of equipment are not able to be repaired. These items will be taken out of use
- Carry out a termly H&S audit (with the Headmaster) and follow up with staff where any anomalies are identified
- Liase with the H&S advisors (Watson & Watson) and arrange the 18-month audit
- Liase with the Insurers where necessary with H&S information
- Monitor the robust logging system to ensure all works are carried out in a timely fashion by using the EVERY system
- Maintain the partnership with caretaking staff to ensure all works are carried out and signed off
- Liase with Headmaster regarding CPD training which is required for all staff and for specific individual training where necessary
- Ensure all contractors are appointed and supply all required documentation as requested.

All contractors are required to sign the Asbestos record (where works may take them into contact with listed asbestos)

**Teaching staff and support staff are expected to:**

- Exercise effective supervision of the pupils
- Check classroom and equipment are safe before use
- Follow safe working procedures personally
- Ensure protective equipment is used where appropriate
- Report defects, problems and hazards to the Caretaker, Compliance Manager or any of the SLT
- Inform children about emergency evacuation procedures
- Not put themselves at risk with carrying out a task

**The Caretaker/Cleaner will:**

- Ensure they work safely following guidance from Compliance Manager and knowledge gained from CPD training
- Only use equipment that they are competently trained to use
- Checks site for breaches of security
- Checks heating and lighting systems
- Keeps outside areas free of debris and in a safe condition for the pupils to use
- Complete the daily checks of external grounds and equipment
- Check fire alarms and equipment on a weekly basis
- Ensures that the site is secure at the end of the day
- Ensures consumables are replenished
- Check classrooms and classroom equipment each morning
- Ensure personal training is completed and up to date, inform Compliance Manager for any identified gaps in training
- Inform the Headmaster/Compliance Manager of any problems relating to the building or the site and act upon their instructions to ensure there is no danger to persons in the buildings or on the site

## **PUBLICATION AND REVIEW**

The Headmaster/Compliance Manager will ensure that procedures and, where applicable, performance standards are available for:

- Accident reporting (by whom and to whom).
- First Aid provision.
- Administration of Prescribed Medicines.
- Provision of protective clothing and equipment.
- General fire safety and emergency evacuation.
- Waste disposal including chemicals, broken glass and clinical waste.
- Maintenance, cleanliness and tidiness of all premises, plant and equipment, frequency, standards, checking arrangements.
- Obtaining professional health and safety advice and services.
- Safety training (recognition of needs, arrangements for training and record keeping).
- Dealing with asbestos and removal.
- Playground safety.
- School trips.
- Safety on school transport.

- Contractors in schools (especially for construction work).
- Vehicle movement within school premises.
- Work experience arrangements.
- All risk assessments.

### **VISITS BY REPRESENTATIVES OF THE HEALTH & SAFETY EXECUTIVE**

The Health and Safety at Work Act is generally enforced by inspectors appointed by the HSE who, under Section 20 of the Act, have the discretion to visit the school at any time to confirm that regulations are being properly complied with.

John Forsyth - Chairman for Harrogate Preparatory School Ltd, trading as Brackenfield School requires members of the school staff to cooperate fully with HSE inspectors, affording them such assistance and information as is necessary for them to carry out their duties.

Contact prior to a visit will normally be with the Headmaster. A member of staff will accompany the inspector throughout the visit and will report to the Headmaster the results of the inspection.

H&S audits take place with Watson & Watson. These visits will be facilitated by the Compliance Manager or Headmaster. All results of the inspection will be dealt with in a timely fashion and logged by Compliance Manager.

### **CRITICAL INCIDENT MANAGEMENT PLAN (CIMP)**

All members of the Senior Leadership team and the caretaking team have a hard copy of the plan that they can access in the case of an emergency. The CIMP is designed to support staff and children if we need to evacuate the school, it also forms part of the Business Continuity Plan.

#### **Emergencies**

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headmaster, Compliance Manager or any member of SLT are informed immediately and that, where appropriate, the emergency services are summoned. The Headmaster/ Compliance Manager/ SLT will liaise with the emergency services when they arrive, take advice from them and provide them with a copy of the building plans (sited in each room near evacuation plan). SLT will follow the guidance as listed in CIMP.

The Headmaster is responsible for:

- Ensuring and supervising (where appropriate) the controlled evacuation of people from the building or the site to a place of safety
- Summoning of the emergency services
- That a roll call is taken at the assembly point
- That no-one attempts to re-enter the building until the all clear is given by the emergency services.

The priorities for staff are as follows:

- To identify the emergency
- Safeguard all pupils and staff
- Inform a member of SLT

#### **Fire Drills**

The Compliance Manager is responsible for arranging, recording and monitoring emergency drills at least once per term.

The School has an up to date Fire Risk assessment located as a hard copy in the Finance office. This

will be reviewed every 18 months.

Fire safety systems are tested according to regulations and the results of the tests are recorded. Records are kept by the Caretaker along with building plans showing the location of equipment.

All emergency firefighting equipment (for example, fire extinguishers, fire blankets, fire alarm systems, smoke detectors and emergency lighting systems) is checked annually. Any faults noticed should be immediately reported to the Compliance Manager.

Details of the locations of all hazardous and flammable substances on site In case of emergency are kept in the COSHH file in the Finance office.

### **LOCATIONS OF MAIN SERVICE ISOLATION POINTS**

Floor plans are available at the Fire Panel, classrooms and main office. Details as listed in CIMP. They are as follows:

Gas- Cellar

Electricity – Cellar

Main Water Stop cock – Cellar

Hot water feed – Infant toilets at ceiling level

### **ACCIDENT, DANGEROUS OCCURRENCE, VIOLENT INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION**

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or a near miss, or to whom one is reported, will make an entry on the appropriate form as soon as possible after the event as follows:

- Staff member: Accident form (held in school office)
- Pupil: a pupil accident form, minor incidents logged in file in first aid room. Serious accidents within the Accident Book (held in school office). If unsure what constitutes a serious occurrence seek advice from Compliance Manager
- EYFS pupils: all accidents are logged in a EYFS Accident book which is given to parents who are asked to sign to say they have been informed of the accident
- Near Miss/incident reportable to Headmaster or Compliance Manager

All accident forms are reviewed termly to look for trends or patterns. This will be reported in Health & Safety meetings and during Governance meetings. Accident forms will be used to report any accidents/Dangerous Occurrences reportable under RIDDOR, to the HSE and Child Protection Agencies (EYFS).

### **RISK ASSESSMENTS**

Please refer to the separate Risk Assessment Policy for full details. Outlined below are the important points to note.

The management of the Health and Safety at Work Regulations 1999 place duty on all employers to make a suitable and sufficient assessment of the risks to the Health and Safety of their employees whilst they are at work, and to others who may be affected by the employers undertaking. The purpose of these assessments is so that each employer identifies the precautions, which need to be taken to avoid or at least control to an acceptable level, significant risks to Health and Safety of persons who may be affected by their work activities. In essence risk assessment is about common sense awareness and good management practice.

Staff should be aware of the hazards and risks that exist in school and will have, as individuals we all

have a responsibility to manage and reduce these risks:

## **SITE SECURITY**

Please refer to the separate Site Security Policy for full details. Outlined below are the important points to note

### **Visitors to School**

All staff are aware of the schools procedure for welcoming visitors into school during the school day.

- Our school gates are locked at all times of the day outside of drop off and collection times. At these times they are fully supervised.
- All visitors use the bell on the gate to alert office to their presence.
- All pre booked visitors will have been asked to provide a current DBS/DBS update service details, an online check will be carried out on them or their business, in cases of visiting tutors, a copy of insurance, and references will be asked for.
- If the visitor is due to be in school longer than a one-off visit, the company or individual will be asked to provide written evidence that all safeguarding checks have been completed.
- All visitors will be asked to sign in via the Visitor Book and issued with a visitor badge which must be worn for the duration of their visit.
- Where a visitor has no DBS in place and is in school for the purpose of non-regulated visit, they will be always accompanied by a member of staff, they will not be permitted to be left with any children at any time or have access to any details of pupils.
- Parents are encouraged to enter the school via the office and not enter the main school, unless they are signed in and wearing a visitor badge. They will be accompanied to the area of school or specified person by a member of school staff.
- All visitors to the school are monitored leaving the school and buzzed out of the gate.
- A procedure is in place to ensure external doors are closed for a period of time following drop off to ensure parents do not access the main school.

### **CCTV**

CCTV is used within school to protect site users and deter criminal activity. A separate CCTV policy is available. CCTV is accessed by the Headmaster only. He has authority to invite appropriate persons to view recordings.

No CCTV is used within toilet or cloakroom areas. Warning notices of CCTV use are displayed at the school entrance and at CCTV camera points.

### **Security of the building**

An effective intruder alarm is in operation and is set when the site is not in use, which is monitored by Southern Monitoring Services, telephone 08448 712223 .

- Security lights are on whilst the premises are unoccupied after dark;
- A list of current key holders is lodged with Southern Monitoring and documented in CIMP held by all members of SLT and Caretaker. This is used by Southern Monitoring for any alarm activation.
- It is the responsibility of classteachers to ensure that all windows and doors are closed as they leave their room. This will be checked by the Cleaner at the end of the day.
- It is the responsibility of Teachers to ensure that all plug sockets are turned off and nothing is left turned on (with the exception of IT).
- It is the responsibility of admin staff and other staff who work with data that it is protected and other secure documentation to ensure that at the end of their working day, all work areas are cleared and files are returned to designated secured lockable areas.



Table below outlines how site security is checked and monitored.

Task	How often checked	Audits	Responsible persons
Boundary & Gate Checks	Daily	Termly	Caretaker/Compliance Manager
Fire Alarm call point checks	Weekly	Termly	Caretaker/Compliance Manager
Fire Panel Service	6 monthly		Compliance Manager/Keepsafe
Emergency Lighting Checks	Annually		Compliance Manager/Keepsafe
Health & Safety Walk around	Termly	Annually	Compliance Manager
Fire Evacuation	Termly	Annually	Compliance Manager
Lockdown Procedure	Annually		Headmaster/Compliance Manager
Fire Risk Assessment	18mths		Watson & Watson/Compliance Manger
Health & Safety Audit	18mths		Watson & Watson/Compliance Manger
Grounds check	Daily	Termly	Caretaker/Compliance Manager

## EDUCATIONAL VISITS

Please refer to the separate Educational visits policy. It is essential that all staff read this document as a stand-alone policy.

Educational Visits Co-Ordinator – Louise Krier

## HEALTH AND SAFETY INFORMATION DURING INDUCTION

The Deputy Head and Compliance Manager are responsible for drawing to the attention of all employees the following Health and Safety matters as part of their induction training:

- Health and Safety Policy
- Education Visits Policy and procedure (if appropriate to their role)
- Fire and other Emergency Arrangements Including Lockdown Procedure
- Accident Reporting Arrangements
- First Aid Arrangements
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Staff are asked to read reviewed policies and risk assessments regularly and confirm their understanding; records are kept.
- The Headmaster will monitor the need for Health & safety training in consultation with the Compliance Manager. Training will then be arranged as required. Employees who feel that they have need for additional Health and Safety training should consult the Compliance Manager.

## **VEHICLE MOVEMENT ON SITE**

There is no provision for staff or visitor parking on site. The mini bus is removed from site prior to pupils arriving at school. It is parked at the end of the day after pupils have left.

If there is a need to give vehicle access, where possible this is carried out when pupils are inside school. A member of staff will open the gate and not reveal the lock combination. A member of school staff will guide the vehicle in and park it appropriately, a cordon is then put around the vehicle. The vehicle always remains locked unless supervised fully.

## **REPORTING OF ILLNESS AND CONTAGIOUS DISEASE**

In line with The First Aid, Administering Medicines Policy, parents are asked to inform school if a child is ill and disclose the nature of the illness. School will use the Public Health Agency guidance. If any reported illness requires further guidance school will contact their helpline on 0300 555 0119 or visit [www.publichealth.hscni.net](http://www.publichealth.hscni.net) or [www.gov.uk/government/organisations/Public-health-england](http://www.gov.uk/government/organisations/Public-health-england) School will take appropriate action to inform the school community as necessary. In the case of multiple cases of a reportable disease, school will be guided by Public Health Agency

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Please refer to the separate Control of Substances Hazardous to Health Policy for full details. Outlined below are the important points to note

### **AIMS**

This policy applies to all staff working on the premises, and to all agency and supply staff, contractors, volunteers and work placement students.

The aim of this policy is to ensure that we provide adequate training, instruction and information to prevent staff and others coming into contact with hazardous substances. This will be achieved by providing safety equipment and by having a prescribed procedure to safeguard the health, safety and welfare of all staff, learners and visitors.

This policy applies to all hazardous substances (including biological hazards). The school recognises the need to provide a safe and secure working environment. Caring for all personnel and minimizing risk is inseparable from all other school objectives. To achieve this, the school accepts that the policy for the Control of Substances Hazardous to Health (CoSHH) requires a high level of management commitment, professional competence, and adequate resources.

### **Responsibilities**

The Governing Body delegates the day-to-day responsibility to the Headmaster and Compliance Manager who recognise its responsibilities to implement, in full, its duties in respect of the Control of Substances Hazardous to Health Regulations 1999 (CoSHH).

#### **Headmaster**

The Headmaster is responsible for ensuring that there are sufficient numbers of trained competent staff, and, so far as is reasonably practicable, that staff follow safe systems of work.

The day-to-day implementation and monitoring of this policy and procedures is delegated to Louise Krier – Compliance Manager, the Caretaker & site cleaner.

#### **Compliance Manager**

A range of duties towards employees exist under the CoSHH Regulations 1999. These duties also apply to other persons, so far as it is reasonably practicable, who may be affected by the work.

- To carry out (and review) a formal assessment of health risks to employees.
- To prevent/control exposure (and monitor any exposure) of employees to health risks.
- To institute proper use of controls and Personal Protective Equipment (PPE).
- To ensure that controls are appropriate and tested and keep records as necessary.
- To ensure that appropriate health surveillance for employees is provided, where necessary.
- To provide information, instruction and training, as appropriate/necessary, regarding all hazardous substances.

## HEALTH & SAFETY ROLES AND RESPONSIBILITIES

AREA	NOMINATED PERSON
Manual Handling	Headmaster/Compliance Manager
Working at height	Headmaster/Compliance Manager
Caretaking & Cleaning	Compliance Manager/Caretaker/Cleaner
Building Maintenance	Headmaster/Compliance Manager
Grounds Maintenance	Headmaster/Compliance Manager
First Aid	Headmaster/Compliance Manager
Fire /Emergency Evacuation	Headmaster/Compliance Manager
Classrooms/Subjects	Headmaster/Compliance Manager/Subject Leader
Outdoor Play Equipment	Headmaster/Compliance Manager
ICT Equipment	ICT Subject Lead
Portable Electrical Appliances	Headmaster/Compliance Manager
Display Screen Equipment	Headmaster/Compliance Manager
Hazardous Substances	Headmaster/Compliance Manager
Asbestos	Headmaster/Compliance Manager
Legionella	Headmaster/Compliance Manager
Transport	Headmaster/Compliance Manager
Waste Management	Headmaster/Compliance Manager
Educational Trips	Headmaster/EVC
Staff and Pupil Wellbeing	Headmaster/Director of Welfare
Safeguarding	Designated Safeguard Lead
Site Security	Headmaster/Compliance Manager


--	--

## GENERAL GUIDANCE

- Staff must not bring onto the premises any portable electrical appliances unless the Headmaster has given permission and they have been portable appliance tested in advance
- Suitable Personal & Protective Equipment will be provided, where identified as necessary in a risk assessment
- All employees are responsible for informing the Headmaster as soon as they become aware of a need to repair or replace PPE which they use
- On arrival all visitors report to the office where they will be issued with:
  - o an identification badge
  - o relevant Health and Safety information
  - o and will sign in
- An employee seeing an unidentified person should challenge the person and escort them to the office to sign in and receive a visitor badge
- All visitors when leaving report to the office and:
  - o hand in their identification badge
  - o sign out
- Brackenfield School has a NO SMOKING policy.

Signed  Mr John Forsyth

Role – Chairman

Signed  Mr Joe Masterson  
Role - Headmaster

<b>Name of policy</b> Health & Safety Policy	<b>Policy reviewed/amended date</b> September 2021 (V1) November 2021 (V2) December 2022 (V3)
<b>Original policy date</b> October 2020	<b>Current version</b> V4
<b>Date of new review</b> Spring Term 2024	