



HEALTH & SAFETY POLICY



November 2021

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Next review	December 2022	

HEALTH & SAFETY POLICY

To be read in conjunction with:

The Safeguarding & Child Protection policy

The First Aid, Administering Medicines and Supporting Children with Medical Conditions Policy

The Fire Drill Policy

The Sun screen policy

The Educational Visits Policy

Covid Risk Assessment and Policy

INTRODUCTION

Our 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.

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 Forfar Education Group Governance Board for 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 Headteacher has been handed the responsibility (by Forfar Education Group Governance Board for Harrogate Preparatory School Ltd, trading as Brackenfield School) and with the support of the Compliance Manager is responsible for the overall implementation of the school's safety policy, with arrangement of delegation of management to the site manager and first aiders.

- The Headteacher/Compliance Manager will undertake to conduct 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 staff share.
- Health and Safety policies and procedures form a major part of the Induction programme of all staff and volunteers

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 Headteacher. If appropriate the Headteacher will report findings to the Chairman of Forfar Education Group Governance Board for Harrogate Preparatory School Ltd, trading as Brackenfield School.

- All accidents are to be 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).
- All staff are expected to cooperate fully with this policy to maintain a safe and healthy environment.

- Health & Safety is a weekly item to be discussed on the SLT agenda.

RESPONSIBILITIES

Forfar Education Group Governance Board for Harrogate Preparatory School Ltd, trading as Brackenfield School, will be responsible for all matters covering health & safety and welfare at Brackenfield School. They will delegate day to day operational procedures to the Headteacher/Compliance Manager who will work towards compliance and report to the Chairman of the school.

The Headteacher will:

- 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.
- Will edit the school's health and safety policy
- Will make periodic inspections of domestic, sporting, classroom and workshop accommodation and operating methods 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 copies of all school accident reports are kept on file
- 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 and firefighting equipment is also 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 Headteacher 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 Headteacher) and follow up with staff where any anomalies are identified
- Liase with the H&S advisors (Watson & Watson) and arrange the 18month 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
- Maintain the partnership with caretaking staff to ensure all works are carried out and signed off

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 will:

- 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
- 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
- Inform the Headteacher/Office 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

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 - Forfar Education Group Governance Board for Harrogate Preparatory School Ltd, trading as Brackenfield School of 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 Headteacher. A member of staff will accompany the inspector throughout the visit and will report to the Headteacher the results of the inspection.

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

CRITICAL INCIDENT PLAN

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 CIP is designed to support staff and children if we need to evacuate the school, it also forms part of the Business Continuity Plan.

FIRE ALARM

There is a separate monitoring alarm that will alert in turn keyholders to the alarm being activated. The monitoring company will alert the fire service if in the event the keyholders are not contactable.

AFTER SCHOOL CLUBS

In the event of a club being cancelled, children will remain at school until collected by parents. Parents should be made aware of any alterations to times or venue.

CONTRACTORS ON SITE

Where work is carried out during the school day the Compliance Manager will ensure that the necessary health and safety issues are addressed.

PE & SWIMMING

PE

1. Children should be suitably clothed in the stated uniform. Some children will need footwear to prevent spreading infections. Otherwise, indoor lessons should be done barefoot. Pupils must never be allowed to do floor work in socks or tights
2. Watches and jewellery must always be removed and left for safe keeping in a teacher's drawer, or ear studs must be covered
3. Children must never be left unsupervised
4. Lessons should be conducted in a calm, orderly fashion. Apparatus work should be conducted in near silence, with children always able to hear the teacher's normal speaking voice

Swimming:

1. No running, jumping, shouting, pushing is permitted during the teaching of swimming
2. Teachers must make themselves aware of any diabetic or epileptic children and their needs

ACCESSING SCHOOL PLAYING FIELDS

No child will be permitted to cross the road to the field unless accompanied by a member of staff

USE OF SCHOOL BUS

- Make sure that the bus is stationary, the engine is switched off and that it is roadworthy. A recorded inspection should take place before each journey by the designated driver
- It is the driver's responsibility to ensure the staff /pupil ratio is met
- The bus driver should open doors and see children safely onto the bus and close doors when children are seated
- The bus driver should ensure that children do not have to walk into the road to get onto a bus
- If on a public motorway, Hazard warning lights are to be used if there is any risk of danger including passing vehicles. Once in the driving seat, the driver is to check that all children are safely fastened into their seat before either starting the engine or driving away

Dropping children off

- Drivers are to ensure that all children remain fastened in their seat belts until the bus is brought to a standstill, the handbrake is on and the engine is switched off. When the above procedures are complete, drivers are to ask those children who are leaving the bus to undo their seat belts and for the other passengers to remain seated and belted.
- The driver can then make his way out of the bus to the door by which the children will be leaving which (unless totally impossible) is to be the side door which should lead onto the pavement or other safe haven.
- If on the wrong side of the road, the teacher in charge is to see the children safely across the

road to a safe area or at an agreed drop-off point.

- During the above, the driver must (whether during the daytime or evening) wear a reflective jacket which at all times is to be kept on the bus.
- When returning to the driver's seat of the bus, the driver is to ask the children once again if their seat belts are fastened.
- Once all children are safely secured in their seats, the driver can start the engine and drive away. Wherever and whenever possible, drivers should carry a mobile phone with them.

Under no circumstances is a bus in a built up area to be driven in excess of 30 mph, or in excess of 60 mph in any other road conditions.

Vehicle Movement within school premises

The area within the boundary of the school wall/fence is not to be used for the parking or movement of any cars or vans when children are present in school except in exceptional circumstances. If there is a need to drive onto the play area this must be during lesson times, the gate must be closed immediately after entry and another adult should be present to watch for children in the vicinity. Vehicles should leave the premises as soon as possible.

Fire Drills

Please refer to the separate Fire Drill policy

Educational visits off site

Please refer to the separate Educational visits policy



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