

ST AMBROSE PREPARATORY SCHOOL



HEALTH AND SAFETY POLICY

AUTUMN 2022

Reviewed: August 2023 by SH

This policy has been written in consultation with staff and governors of St. Ambrose Preparatory School and with due regard to the school's mission statement:

At St Ambrose we aim to provide an independent Catholic education for boys and girls of all faiths aged 3 to 11; St Ambrose is an inclusive school where the Gospel teachings and our school values are at the centre of everything that happens in our school family. At St Ambrose we strive to develop happy, fulfilled, well educated, confident and caring children who know and understand the love, joy and peace of Jesus; and to show our Faith by the way we live, showing care and consideration for each other, those around us and the environment.

Our Vision

Our Vision is to be an exemplar Edmund Rice School, with an enviable reputation amongst our peers, both as an organisation and for the services and facilities we provide, making us first choice for parents and pupils in our geographic area.

Our Ethos & Values

At St Ambrose we provide a Catholic school community in which pupils feel welcome, safe, recognised for their individuality – supported by a community of love, and affection. We strive to live the Gospel in all aspects of school life and policy, following Blessed Edmund's footsteps.

Health, Safety and Welfare Policy

(incl EYFS, KS1 & KS2)

The Governing Body of St. Ambrose Prep School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change.

This policy should be read in conjunction with other School policies and documents related to health and safety. These include but are not limited to: -

Accessibility plan
Anti-bullying policy
Asbestos report
COSSH
Design and Technology
Critical Incident Policy
Educational Visits
E-Safety
First Aid and Medicines
Fire safety, procedure and risk assessment
Health and Safety Notices
Induction of new staff
Legionella
Medical Questionnaire
Portable Appliance Testing (PAT)
Missing and uncollected child policy
Risk Assessments
School Development Plan
Special Educational Needs and disability (SEND)
Staff Handbook

Legal Framework

The regulator for health and safety is the Health and Safety Executive (**HSE**) and the main legislation covering this area is the Health and Safety at Work Act etc 1974 and regulations made under that Act.

The School also pays due regard to the DfE's advice in:

- [Health and Safety in Schools](#) (April 2014, updated July 2019)
- [Health and Safety: advice for schools \(June 2013 updated Nov 2018\)](#)
- the HSE's advice '[Sensible health and safety management in schools \(hse.gov.uk\)](https://www.hse.gov.uk/schools/)'.

The policy also reflects the requirements of the statutory framework for the Early Years Foundation Stage 2022.

Introduction

The health and safety of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone.

The Governing Body, together with the Headteacher, takes responsibility for protecting the health, safety and welfare of all children, members of staff and visitors, paying particular attention to:

- maintain safe and healthy work places and safe systems and methods of work
- protect staff, pupils and others, including the public in so far as they came into contact with foreseeable hazards
- provide and maintain a safe and healthy working environment for the staff and adequate

facilities for their welfare

- provide all staff with the information, instruction, training and supervision needed to work safely and efficiently
- encourage full and effective communication on safety matters
- monitor and review all measures needed to ensure satisfactory health and safety standards

The Governing Body will ensure that competent technical advice on specific health and safety matters is available where this is necessary and to assist the Head teacher.

The governors expect employees to:

- take reasonable care of their own and others' health and safety
- carry out activities in accordance with training and instructions
- inform the Head teacher of any risks to health & safety they observe
- remind pupils of their responsibility for their own health and safety and that of others.

Organisation

Responsibility

The governors are ultimately responsible for health and safety within the school. They delegate the day to day responsibility for organising health and safety to the Head teacher.

- 1.1 The Head teacher has regular meetings with the Health and Safety Governor, Ruth Lindsay, who is also the school's maintenance coordinator.
- 1.2 The Head teacher ensures compliance with the school's Health, Safety & Welfare Policy.

2 School Safety Coordinator

- i. The Head teacher is the School's Safety Co-ordinator, and is responsible for any measures that may be needed in order to carry out maintenance work without risks to health and safety.
- ii. The School's Safety Co-ordinator co-ordinates, in consultation with the Bursar, the advice given by specialist safety advisors and reports to Governors listing actions to be taken.
- iii. The School's Safety Co-ordinator has overall responsibility for monitoring health and safety within the School and for reporting any breaches to Governors.
- iv. The School's Safety Co-ordinator is responsible for ensuring compliance with Construction (Design and Management) Regulations, and for safe conditions of work for all at the school.

2.1

School Health, Safety and Welfare Committee

The School Health, Safety and Welfare Committee meet four times a year.

Ms Lindsay our Governor who is responsible for health and safety, is updated at these meetings.

The role of the Committee is to:

- i. Discuss matters concerning Health and Safety changes in regulations.
- ii. Monitor the effectiveness of health and safety within the School.
- iii. Review accidents and near misses. Discuss preventative measures.

- iv. Review and update risk assessments.
- v. Discuss training requirements.
- vi. Monitor the implementation of professional advice.
- vii. Review Policy guidance and update it.
- viii. Assist in the development of safety rules and safe systems of work.
- ix. Monitor communication and publicity relating to health and safety in the workplace.
- x. Encourage suggestions and reporting of defects by all members of staff.

2.2 Consultation arrangements with employers:

The school encourages consultation and discussion with employees on health and safety matters affecting their work.

Those directly involved with the work can help identify the hazards and risks associated with it and may identify practical measures to help to control them.

The schools Health, Safety and Welfare Committee structure involves a number of representatives including teaching staff, Caretaker, Head teacher and governor.

2.3 External advisors for Health & Safety

- i. At St Ambrose, we use external consultants to advise on matters of health and safety within the School.
- ii. Engineers monitor and service the school's boilers annually
- iii. All gym equipment is serviced annually
- iv. The school has a fire risk assessment which is updated every 2 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- v. In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested annually by a qualified contractor.
- vi. A health and safety risk assessment is carried out on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities with reference to St Ambrose College Health and Safety policy.
- vii. The school has a professional risk assessment for legionella, every 3 years and a water sampling and testing regime in place.
- viii. A management survey of asbestos was completed in February 2013 resulting in an environment inspection record report. An asbestos register identifies all areas that contain asbestos and gives recommended risk management.
- ix. The school maintains the asbestos register and the Head teacher is responsible for ensuring that it is kept up to date and for any sampling or removal before major works take place. He is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- x. The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which meet the requirements of BS7671 IEE wiring regulations.
- xi. PAT testing
- xii. All work on gas boilers is carried out by registers Gas Safe Engineers.

Measures to reduce risk

3 School security

- 3.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. All visitors during the school

day are only allowed entry through an intercom system at the main gate and door. The school also has a number of CCTV cameras which monitor the school grounds.

- 3.2 We review security measures regularly and draw upon the advice of experts. (e.g. police officers, fire officers, architects and other consultants).
- 3.3 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the school office and to wear an identification badge at all times whilst on the school premises.
- 3.4 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 3.5 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head teacher immediately. The Head teacher will warn any intruder that they must leave the school site straight away. If the Head teacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

4 Safety of children

Refer to Missing/Uncollected Child Policy

- 4.1 It is the responsibility of each teacher to ensure that all curriculum/extracurricular or co-curricular activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the Head teacher before that particular activity next takes place.
- 4.2 We do not take any child off the school site without the prior permission of the parent.
- 4.3 If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep first aid boxes in the First-Aid cupboard. The names of all members of staff at the school who have been trained in first aid are listed and kept within the first aid area and in the school office and staffroom. All lunchtime assistants have been trained in basic first aid.
- 4.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 4.5 We record in the school log book all incidents involving injury and, in all cases, we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.
- 4.6 Any pupil who has a toileting accident and needs intimate care will be seen and looked after by two members of staff at all times.
- 4.7 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

5 Vehicles

- 5.1 The school operates a one-way system for parents dropping off and collecting children from the adjoining car park of Holy Angels.
- 5.2 No children are allowed into the car park unless supervised by an adult.

6 Accidents (Also see First Aid Policy)

- 6.1 Maintaining an accident book- all staff and reporting notifiable accidents under RIDDOR

- 6.2 Escorting pupils to hospital (and informing their parents) Admin/Support Staff.
- 6.3 Checking that all first aid boxes and eye washes are kept replenished – Teaching assistants
- 7 Fire Prevention and other emergency procedures (Also see Fire Policy & Fire Risk Assessment)**
- 7.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held at least twice each year. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers and the testing of the fire alarm system.
- 7.2 Keeping fire routes and exits clear
- 7.3 Electrical Safety Testing
- 7.4 Regular portable appliance testing.
- 7.5 Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers
- 7.6 All gas appliances (boilers) are regularly maintained and serviced by registered engineers.
- 7.7 Ensuring all flammable rubbish and combustible materials are stored away from buildings.
- 7.8 Turning all computers, projectors, printers and electronic whiteboards to off every evening and during holidays and weekends.

For dealing with health and safety emergencies and procedures, please refer to the schools critical incident and emergency planning policy.

8 Water, Drainage etc.

- 8.1 The Head teacher, together with the Caretaker are responsible for:
 - i. Maintaining water quality.
 - ii. Ensuring hot water is set at a suitable temperature.
 - iii. Ensuring water suitable for drinking is clearly labelled
 - iv. Ensuring a sampling regime, using external contractors is in place.
 - v. Ensuring that drains, gutters etc. are kept unblocked.
 - vi. Ensuring that all drain runs are clear (using in house tools and where necessary, external contractors)

9 Risk Assessments

- 9.1 Risk assessments are maintained for:
 - Fire
 - Legionella – School Bursar
 - All rooms, corridors and exits
 - Catering and cleaning functions (COSHH) procedures)
 - Maintenance functions (including working at heights, electricity, manual handling, slips and trips and building work, use of power tools, COSHH and flammable materials)- the Head teacher and Surveyors.
 - Asbestos Register- the Head teacher
 - Reprographics machines and copiers – the School Bursar in conjunction with

other admin staff.

9.2 Risk Assessment Policy

The risk assessments carried out at the school are systematic and thorough and always have the children, staff and all participants' welfare at the fore front.

There is a comprehensive Health and Safety Risk Assessment, an EYFS Risk Assessment Policy and a Fire Risk Policy. The Premises Management Policy provides a timetable of risk assessments to be carried out regularly. Guidance on carrying out risk assessments is also given in the Off-Site Visits Policy.

Risk assessments for Educational and Sporting visits are completed as the need arises. All activities and Educational Visits need to be logged in the school diary in advance of the event taking place.

Risk assessments are located in the School Secretary's Office and we also contact outside agencies and places that we visit for their Risk Assessments before embarking on an activity and include this paperwork with our own. Staff assess each risk and put in place strategies designed to minimise any risk to the welfare of participants. Pupil staff ratio should always be adhered to- these ratios can be found on the risk assessment form.

All Risk Assessments are signed and dated by the lead member of staff; these are then passed to the Head teacher or in the absence of the Head teacher a member of the Senior Management Team.

The Head teacher or SMT counter sign the form. These are included in the paperwork which accompanies a trip with a copy lodged with the School Secretary. Any visits to activity centres requires their licence to be checked beforehand.

The school's Safeguarding Policy also applies when pupils are off-site.

Any activities which the Head teacher or SLT do not feel are safe will not go ahead.

Governors are informed of the Risk assessment process and this is reviewed by them under Health and Safety Committee.

The school ensures that up-to-date risk assessments are maintained for teaching in the following areas:

Records of training

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

- i. Briefing new pupils on emergency fire procedures – all staff
- ii. Briefing new staff on emergency fire procedures – Head teacher
- iii. Inducting new staff in health and safety – Head teacher
- iv. Identifying specific health and safety training needs of staff – Health & Safety Committee
- v. First Aid Training – Head teacher/School Secretary
- vi. Other training e.g. work at height, manual handling Head teacher

10 Manual Handling

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example the number of times an item is picked up or carried, the distance it is carried, where it is picked up from or put down (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending, stretching or other awkward posture that may be adopted while doing a task.

St Ambrose Preparatory school follows the advice in The Manual Handling Operations Regulations 1992 (MHOR) which require employers to manage the risks to their employees.

- i. Staff are instructed to avoid hazardous manual handling operations so far as is reasonably practicable, this may involve redesigning the task to avoid moving the load or by automating or mechanising the process. A stacking trolley is provided for the movement of chairs or large items e.g. cupboards.
- ii. A suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided will be carried out and machinery hired if necessary to assist the operation.
- iii. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then changes to the task will be explored together with the load and the working environment in order to reduce the risk of injury from those operations so far as is reasonably practicable.
- iv. Where staff are moving school tables, they are advised to do this as a two-person operation.
- v. Chairs should be carried with the back rest facing outwards.
- vi. When necessary, training and refresher training will be given to all staff as a reminder of the safety implications to manual handling.

10.1 Contractors on Site:

- i. Any works which need to be carried out at school will be undertaken by reputable contractors; as a general rule the Bursar or Head teacher will seek contractors. The school already has a list of contractors which we regularly use in the school for small projects. All contractors must show a current DBS certificate and photo identification before entering the school. Most major works are conducted when the school is not open to children. If a contractor is needed on site during school hours these are accompanied by an adult, usually the School Caretaker.
- ii. Contractors who do not have a DBS check will need to be supervised.
- iii. If a new contractor is required quotes will be taken from three contractors.
- iv. For major school projects, these will be agreed by Governors and works tendered for.
- v. Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Head teacher or School Caretaker.
- vi. All contractors will work under close supervision of the School Caretaker so as not to endanger the health and safety of children or adults in school.
- vii. 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.
- viii. No repairs or maintenance can be carried out in areas which children or adults are occupying; this includes cloakroom and toilet areas
- ix. If contractors are working near the children's play areas, then all equipment and

machinery must be cleared away during playtimes, and the contractors must leave the area.

All work will be monitored by the Head teacher or Caretaker and any concerns reported to the Head teacher and the contractor concerned.

11. Educational visits: (Refer to Off Site Visits Policy)

- 11.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips and a formal risk assessment is completed for each trip.
- 11.2 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use the seat belts at all times when the bus is moving.

12. Smoking Policy including EYFS

St Ambrose Preparatory School is a non-smoking school. Smoking (including electronic cigarettes) is prohibited inside school, in any public place, school premises or vehicles. No person is allowed to breach this rule. Visitors, parents and guardians should be reminded of the school rules on smoking when coming onto the premises.

13. Supervision arrangements for children:

Start of the school day:

- School opens at 8.30am for children to be supervised in the playground
- Pupils will be supervised in the playground until the bell at 8.50am (no running is allowed at this time)
- In inclement weather all pupils are directed to the School Hall where they are supervised
- Children in Breakfast Club are brought into the playground by one of the staff of 'OK Mums'
- When the bell rings the pupils stand in silence then go to their class lines where they are met by their teacher
- The class teachers escort pupils to their classes

Lunchtime:

- At 12.00 noon the bell rings to signify the start of lunch
- All children eat their lunch in the school hall
- Pupils from Infant 1 – Prep 4 have until 12.20 to eat their lunch
- EYFS children can eat until 12.30
- At 12.20/12.30 the pupils are dismissed to lunchtime clubs or into the playground
- Lunch ends at 1:15pm (Also refer to Outdoor Play Policy)

End of the School Day:

- All Infant children are collected by their parents or nominated adult
- EYFS children are collected from Reception entrance
- Infant 1&2 are collected from the main playground
- All Infant children are escorted to the playground by their teacher
- KS2 children are dismissed by their class teacher from the playground.
- Children who are not collected at the due time are brought back into school and supervised whilst their parent/guardian are contacted using database information. NO child must be left unattended.
- Children who are registered for after school care are collected from the playground by a

member of 'OK Mums' staff.

- Children who attend after school extra-curricular clubs are collected by the member of staff responsible for the activity. Staff have a list of children who have signed up for the activity, and a register is taken.
- Pupils catching buses from the College wait in the reception area and are taken to the buses by the Head teacher or another member of staff.
- Any children walking home need a letter from their parents giving permission

Registration:

A computer-based class register is manually taken at the beginning of the school day and at the beginning of the afternoon session. Parents are requested to telephone school if a child is not able to attend the day's session before school begins. If there is no notification, then school will contact the parents of those children who have been marked absent in the register.

Pupils who have external appointments during the school day must be signed out and signed in when they return. Parents need to write or telephone the school about their intention. A copy of the register is kept in the School office. If a child is late the school office will mark the child late on their register.

14. Specific Arrangements for Health and Safety

14.1.1 The following areas/activities present identified and significant risks in St Ambrose Preparatory school. As a consequence, pupils are not allowed unsupervised access to:

14.1.2 PE: all outdoor games, swimming, athletics, gymnastics. Records of training and qualifications in life-guarding and other subject specific training are kept.

14.1.3 Art, Design & Technology and Science

15. Medicines (also see First Aid Policy)

15.1 Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. The Head teacher (or he may delegate this to the school secretary) is the designated person to administer medication. However, in some cases parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).

15.2 Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

15.3 Staff involved in administering the medication will receive training, usually from Trafford school nurse team or a trained first aider in school.

16 Internet safety

16.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also

seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

- 16.2 Pupils who travel on the school/public bus are allowed to bring a mobile phone into school with them. However, this must be handed into the school office at the beginning of the school day and collected at the end of the day.

17 Theft or other criminal acts

- 17.1 The teacher or Head teacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Head teacher will inform the police and record the incident in the incident book.
- 17.2 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

18. The health and welfare of staff

- 18.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Head teacher without delay. Referral to Occupational Health Services will be considered where appropriate.
- 18.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously and will take action in line with the LA's protocol on school and the police.

19 Monitoring and review

- 19.1 The Governing Body has a named Governor with responsibility for health and safety matters. It is this Governor's responsibility to keep the Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters.
- 19.2 The Governing Body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 19.3 The Head teacher implements the school's health, safety and welfare policy on a day-to-day basis and ensures that all staff are aware of the details of the policy as it applies to them. The Head teacher reports termly to governors, through the Chairperson of the Health and Safety/Safeguarding Committee, on health and safety or safeguarding issues.
- 19.4 This policy will be reviewed at any time on request from the Governors, or at least annually.