



Devonshire House Preparatory School

Health and Safety Policy

This policy is for the whole school including EYFS

Written by: Mrs S Piper	September 2019
This Policy is the responsibility of the Head and is annually reviewed.	September 2019 July 2020 July 2021 July 2022
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This policy is written with due regard to:

- *DfE Guidance 2013 Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies Regulatory Reform (Fire Safety) Order 2005*
- *Health and Safety at Work Act 1974 and subsequent guidance*

See also:

- *Educational Visits Policy*
- *First Aid Policy*
- *Fire Policy*
- *Behaviour Policy*
- *Emergency Plan for Major Incidents*
- *Risk assessment policy*

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1. INTRODUCTION

- The employer undertakes to provide a safe and healthy working and learning environment for staff, pupils and visitors including all students in the EYFS
- The employer accepts that it has a responsibility to take reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- The employer recognises that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- The employer will take reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2. RESPONSIBILITIES

The Health and Safety at Work Act 1974 states that

"It shall be the duty of every employee while at work:

- (i) To take reasonable care for the health and safety of himself and any other persons who may be affected by his acts or omissions at work, and
- (ii) As regards any duty or requirement imposed on his employer or by any other person by or under any of the relevant statutory provisions, to co-operate with him as far as it is necessary to enable that duty or requirement to be performed or complied with"

a. The Duties of the Head

- The Head, on behalf of the School Governance, has responsibility for the day-to-day running, maintenance and development of safe working practices and conditions for pupils, teaching staff, non-teaching staff, ancillary workers, and visitors. She will take all practicable steps to achieve this end and, where necessary, will report about them to the School Governance.
- The Head is required to establish, monitor and review measures needed to meet satisfactory standards and to take all necessary and appropriate action to ensure that the standards are maintained at all times and with due regard of statutory requirements.
- The Head will make arrangements for all staff, including voluntary and temporary persons, to receive comprehensive information on this policy, all other relevant health and safety matters and the instruction and training that will be given to all employees so that they may carry their duties in a safe manner, without placing themselves or others at risk.

In particular, the Head will endeavour to:

- (i) ensure, at all times, the health, safety and welfare of all pupils, staff, and others using the premises;
- (ii) ensure safe working conditions of the school premises and facilities;
- (iii) ensure safe working practices and procedures throughout the school so that all risks are controlled;
- (iv) identify the training needs of staff and pupils and ensure that all members of staff who have identified training needs receive adequate and appropriate training and instruction on health and safety matters;

- (v) arrange systems of risk assessment to allow the prompt identification of potential hazards and correct them where possible, ensuring, where necessary, that the School Governance is appropriately briefed;
- (vi) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health or safety of pupils, staff, and others, are made safe in a timescale commensurate with the risk;
- (vii) collate accident and incident information, including 'near misses', and when necessary carry out accident and incident investigations;
- (viii) monitor the standards of health and safety throughout the school, including all school and non-school-based activities; monitor the management structure, in consultation with the School Governance;
- (ix) where necessary, consult with members of staff, including a specifically designated representative, on health and safety issues;
- (x) Encourage pupils, staff, and others to promote Health and Safety;
- (xi) Undertake an annual review of Health and Safety procedures and review this policy accordingly

b. The Duties of the Deputy Head

The Deputy Head Upper School is the School's Health and Safety Officer and is directly responsible to the Head for overall day-to-day implementation and operation of the School's Health & Safety policy.

He will ensure that:

- (i) safe methods of working exist and are implemented
- (ii) Health & Safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees are given instruction in safe working practices;
- (v) regular safety inspections are made, as required by the Head, or as necessary;
- (vi) positive, correct action is taken where necessary to ensure the health and safety of all staff, pupils and visitors;
- (vii) all plant machinery and equipment is adequately supervised or protected, in safe working order and restricted to authorised personnel only;
- (viii) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available for use;
- (ix) hazardous and highly flammable substances are correctly stored out of pupils' reach and labelled, and exposure is minimised;
- (x) pupils are not left on their own;
- (xi) any Health & Safety concerns are reported immediately to the Head;
- (xii) no one is admitted to the building without immediate appropriate checking.
- (xiii) all visitors wear 'visitors badge' with Health and Safety instructions on the reverse side.
- (xiv) This must be brought to their attention.

c. The Duties of all Members of Staff

All members of staff are expected to familiarise themselves with the Health & Safety aspects of their work.

All members of staff have a responsibility to:

- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- (ii) follow agreed practices and working procedures;
- (iii) report any accident, 'near miss', incidents of violent or verbal abuse, or any hazard;
- (iv) ensure Health & Safety equipment is not misused or susceptible to interference;
- (v) carry out instructions given by the School.
- (vi) Inform the employer of any work situation representing a serious and immediate danger, so that remedial action may be taken.

In addition, teachers and other staff all have a duty under the common law duty to act as any prudent parent would do when in charge of pupils. This means that they should make judgements and ensure things are set up in order to ensure the Health and Safety of the pupils in their care

d. Obligations of Visitors

Regular visitors and other users of the premises (e.g. deliverymen from specific companies) should be required to obey the safety rules of the School. In particular, parents helping in school should be made aware of Health & Safety arrangements applicable to them through the teacher to whom they are assigned.

e. Obligations of Hirers and Contractors

When the premises are hired to third parties it will be a condition that all hirers are familiar with this policy, that they comply with the School's safety directives and that they will not:

1. Use any School equipment without permission from the Head
2. Alter fixed installations
3. Remove fire and safety notices or equipment
4. Take any action that may create hazards for persons using the premises or the staff or pupils of the School

All hirers or Parent Groups, in conjunction with the Health & Safety Officer, must complete a full risk assessment for any event held on School Premises, including fundraising activities.

All contractors who work on School premises are required to ensure safe working practices by their own employees under the provisions of the Health & Safety of Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with the above Act. They should fill in the Contractor's Health and Safety Form (H & S Form 2)

3. ARRANGEMENTS TO ESTABLISH MONITOR AND REVIEW THE MEASURES NEEDED TO MEET SATISFACTORY HEALTH AND SAFETY STANDARDS

- (i) All staff at the school have been made aware of the School's Health and Safety Policy and at the start of each academic year, or immediately staff join the School, all staff are required to sign the appropriate form (H & S Appendix 1 at the end of this document) indicating that they have read or re-read the Health and Safety Policy and that they understand it.
- (ii) Staff will carry out specific instructions and general instructions as issued by the Head or the Health and Safety Officer in order to preserve and enhance Health and Safety.
- (iii) Staff should report to the Head or the Health and Safety Officer any aspect representing a danger to Health and Safety. This report should be made in writing as soon as is feasibly possible.
- (iv) Every Class or Form Teacher and Classroom Assistant has a particular responsibility for the children and classrooms in his/her care.
- (v) Each member of staff must be familiar with information and advice contained in the Staff Handbook, particularly where it relates to Health and Safety.
- (vi) To assist staff in their responsibilities and to ensure a safe and healthy environment:
- (vii) Fire regulations and escape procedures are regularly revised and practised.
- (viii) First Aid equipment is available in all School buildings and is located in first aid cupboards or boxes. All staff must know the site of these. Procedures for reporting

accidents to the Head and logging these in the Accident Book are known and must be adhered to.

- (ix) The timetable for the School provides supervision for the children during all normal activities both in the classroom and in the grounds. However staff are 'on duty' at all times and should be vigilant in ensuring that pupils are behaving in a safe manner.
- (x) The School has a non-smoking policy and signage is in place as per the legal requirements.

4. RISK ASSESSMENTS

It is the duty of the Head to assess hazards throughout the school premises (a 'hazard' is taken to mean any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of staff, pupils or visitors);

This is done with the help and co-operation of all staff:

- (i) At the Staff Meeting at the start of the School Year all staff will be shown how to fill in a risk assessment. (See Appendix 3)
- (ii) All staff will carry out a risk assessment of their classrooms / offices on Firefly. PE staff will also risk assess playgrounds and off site facilities. Members of the Senior Leadership team will carry out a risk assessment of common areas, including the Hall and the Health and Safety Officer will carry out risk assessment on any area not covered above. All risk assessment submissions are collated by the Deputy Head and passed to the Director of Estates and the Facilities Manager, who will inform the Head of any concerns.
- (iii) Where work needs to be done to reduce or remove a risk then the job is emailed to the Facilities team.
- (iv) The Upper School Deputy Head, as Health and Safety Officer, is responsible for prioritising these jobs over regular maintenance in conjunction with the Director of Estate.
- (v) PE staff, Science teachers, Art and DT teachers will also carry out a risk assessment of all practical activities. These will form part of their Departmental Handbook and will be discussed periodically with the Head. The Upper School Deputy Head, as Health and Safety Officer, will also advise on minimising risk by, for example, careful explanations and demonstrations to the pupils.
- (vi) It is the responsibility of PE staff, Science teachers, Art and DT teachers to inform the Upper School Deputy Head, as Health and Safety Officer, of any pupil activity which is potentially hazardous, for example chemistry experiments, and to discuss the risk assessment with him.
- (vii) At the start of the Spring and Summer Terms all staff will complete a review of their risk assessments, return them to the appropriate office and inform the Deputy Head if they have identified any additional hazards. Signed nil returns are required.

5. TRAINING OF STAFF

All staff are trained in risk assessments at the start of every school year. In addition, staff receive Fire Safety training every three years in September. Fire Marshals will receive additional training. New staff joining the school in between Fire training sessions will get interim training from the Health and Safety Officer.

Some staff require specific training in their areas of responsibility. It is the responsibility of the Upper School Deputy Head to arrange this as necessary.

In particular:

- (i) Manual Handling and lifting for the School keeper and others identified as needing training
- (ii) Lifting for EYFS staff who frequently need to pick up small children
- (iii) Safety in Science for Science teachers
- (iv) Safety in PE and games for games staff
- (v) Safe practice for Art and DT staff
- (vi) Work at height for those who use step ladders or need to work at height for their role.

6. CONSULTATION WITH EMPLOYEES

Health and Safety and safe practice will be discussed with the Upper School Deputy Head during a member of staff's first year as part of their induction. Thereafter, Health and Safety will be discussed during the Teacher Review. However, should any member of staff have any concerns over any matter of Health and Safety they should inform the Head, or in his absence the Upper School Deputy Head, immediately.

Health and Safety is also a regular item at staff and SLT meetings.

7. RECORDING AND REPORTING

All accidents to staff, pupils and visitors are recorded on a School Accident form on Firefly and a copy is passed to the Head. In addition, should an accident occur that involves a pupil, then Accident Forms 2 and 2a are filled in (see Appendix 2). In the event of a serious accident or injury to a child the Deputy Head will contact the parents and will follow up with parents and keep the Head informed.

The Accident Book identifies which incidents are reportable to the Health and Safety executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), (telephone 0845 300 99 23).

Schools are required to report the following for staff:

- (i) fractures apart from fingers thumbs and toes
- (ii) amputation
- (iii) any injury likely to lead to permanent loss of or reduction in sight
- (iv) any crush injury causing injury to internal organs
- (v) serious burns which cover more than 10% of body or cause significant damage to respiratory system or other vital organs
- (vi) any scalping requiring hospital treatment
- (vii) loss of consciousness caused by head injury or asphyxia.

And the following for pupils:

- (i) the death of the person in connection with an activity
- (ii) an injury which is a result of or in connection with a school activity

8. OFF SITE VISITS

Procedures for risk assessments and safety of Off Site visits are covered in the School's Policy on Educational Visits, however, please note the following:-

- (i) Coaches must not move off unless instructed to do so by the member of staff in charge.
- (ii) All children and staff should be seated before the coach moves off.
- (iii) Staff should only get out of their seats in an emergency.
- (iv) As stated in our policy 'Teachers must sit amongst the children so that they can be properly supervised', this will reduce the need for staff having to move very far from their seats in this instance.
- (v) On the coach seat belts must be worn by all.

9. DEALING WITH HEALTH AND SAFETY EMERGENCIES

The School has a comprehensive Fire procedures policy and an Emergency Plan for Major Incidents (See also First Aid policy for medical emergencies).

In general, one teacher should deal with the emergency and another stay with the children. Any teacher first at the scene of an accident, incident or emergency should take charge. He or she is responsible for:

- (i) taking immediate action in order to safeguard the pupils and adults
- (ii) sounding the fire alarm, if appropriate
- (iii) summoning help from elsewhere
- (iv) using the available resources to control the incident and to control pupils who have been involved in, or witnessed, an accident
- (v) notifying the School Office, who will inform the Head

If an incident of any sort occurs:

- a) It is important that it is logged. Clearly a member of staff's first responsibility is to the children, and specifically any child who is hurt, physically or emotionally, in any way. However once the situation has been dealt with it is important that it is written up and that the procedure that you followed is therefore recorded. It is much easier to do this as soon as possible. This log can then be passed to the Upper School Deputy Head and he can then deal with any issues that may remain.
- b) The Head should also be informed as soon as practically possible.
- c) If a child is seriously hurt, either emotionally or physically, then the Head will contact the parents as soon as possible. Staff should not contact the parents themselves.
- d) If a member of staff is seriously hurt, either emotionally or physically, then the Head will contact their next of kin as soon as possible.

Emergency Evacuation

All Emergency Alarms should be treated as a real emergency and the full procedure should be followed even if the Alarm ceases in the middle of evacuation or ingress.

All staff must display a copy of the 'Fire/Emergency Drill' in a prominent position in their room/classroom. Staff must be familiar with the correct procedures when the fire alarm sounds. There is at least one unannounced practice each term.

The Fire Alarm is a loud sounder (siren), like a burglar alarm, and is the signal for an emergency evacuation.

The responsible person for checking the presence of all adults and staff on both sites is the appropriate School Secretary. They will report any missing personnel to the Head or Deputy Head. The responsibility for checking the presence of all pupils is the Head or designated person for No.2, No.4 and No.6 Arkwright Road. Upper School Deputy Head or in his absence another member of SLT will check the buildings.

The responsibility for checking the presence of all pupils at No. 69 Fitzjohn's Avenue falls to the designated person or in their absence a member of SLT. The Junior School Deputy Head will check the building.

In the event of a non-planned evacuation, no one is to re-enter any building unless instructed to do so by the emergency services. Should the emergency services not attend because we have managed to communicate a false alarm then the appropriate Deputy Head will give the all clear to re-enter.

During the first day back at the start of the Autumn term all class teachers/form teachers will take their pupils on a 'dry run' to familiarise themselves with the fire exit route. They will then confirm with the Upper School and Junior School and Early Years Deputy Heads that this has been completed.

Emergency Ingress (Lock Down), in the event of a major local emergency

The continuous sounding of the secondary alarm (different sound to the fire alarm) is the signal for an ingress, which is for all classes to go into the school buildings, to the nearest

classroom and await further information (such an emergency might be triggered, for example, by a local bomb scare or gas leak).

In the first instance the procedure for checking the presence of all pupils and staff requires a designated secretary to call each classroom/area to ascertain who is present. These will then be checked against class registers and admin and visitor lists. Any missing children or adults will be reported to the Head.

In the event of such an emergency the school would be contacted by the police and other emergency services and further information would be forthcoming. It is possible that the school and the local area may need to be evacuated completely.

Members of SLT and School Office staff must be familiar with the Emergency Plan for a Major Incident. This is rehearsed at least every four years.

Training update- all staff trained in Emergency plan - September 2021

10. FIRST AID

- Arrangements for First Aid are set out in the First Aid Policy.
- The arrangements for first aid provision will be adequate to cope with foreseeable incidents. There should always be at least one qualified first aider present for every 30 children.
- Supplies of first aid materials are held at various locations throughout the school determined by the Head. They are prominently marked and members of staff are advised of their position. The materials are checked regularly and replenished as necessary by the school nurse.
- Adequate and appropriate first aid provision forms part of the arrangements for out-of-school activities. A qualified first aider must be on site during all after school activities and a qualified paediatric first aider must be on site if there is an Early Years pupil on site.
- A record is made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of an out-of-school activity. Records are held in the school medical office and on The School MIS. Parents will always be informed of any accident.

11. OCCUPATIONAL HEALTH SERVICES AND WORK RELATED STRESS

Employers are legally required to take action on stress and the School recognises that it has a general duty of care under the UK Health and Safety at Work Act '74 and a specific duty under UK Management of Health and Safety at Work Regulations 1992 to undertake risk assessments for potential risks, including stress.

Staff are encouraged to tell the School about any shortcomings in Health and Safety arrangements. This includes work related stress. This requires a partnership between the staff and the Senior Leadership Team based on honesty and trust. Open communication is encouraged between the Head, SLT and the staff.

In order to minimize the risk of work related stress, the Head, members of the Senior Leadership Team and Heads of Department all take care to:

- (i) Foster a supportive work environment
- (ii) Recognise the value of good management practice with systems in place to effectively manage staff
- (iii) Pay attention to any indication of changes in performance or behaviour in staff
- (iv) Encourage sympathetic alertness to staff who develop signs of not coping
- (v) Make reasonable adjustments to their working environment or work load for a member of staff who develops signs of not coping in order to minimize stress

Should these steps not alleviate the situation, the following should be considered.

- (i) Remind staff of the availability of 'Educare' health advisory service should they wish to seek advice on their mental or physical health
- (ii) Refer staff to the School Doctor when there are concerns or absence due to work-related stress and other mental health problems.
- (iii) Refer staff to Camden Occupational Health Service at St Pancras Hospital, when there are concerns or absence due to work-related stress and other mental health problems (<https://www.cnwl.nhs.uk/cnwl-occupational-health-service/>)

Address: Ground Floor, South Wing, St Pancras Hospital, 4 St Pancras Way, London, NW1 0PE

Tel: 020 3317 3350, Fax: 020 3317 3360, Email: occupationalhealthcnwl@nhs.net

Should a member of staff be absent through ill health or injury, their Head of Department, or an agreed member of the Senior Leadership Team should;

- (i) Keep in touch with absent staff, this should start after two weeks absence and be maintained at fortnightly intervals thereafter.
- (ii) Be supportive in any return to work process.

12. WORKPLACE SAFETY FOR STAFF, PUPILS AND VISITORS

All staff have a duty to be vigilant over their own safety and the safety of the pupils and visitors.

- (i) Staff should ensure that all outside doors are locked behind them.
- (ii) Staff should ensure that all fire doors are kept shut, unless fitted with a Dorguards.
- (iii) Staff should not admit to any School building any person without first ascertaining his/her identity and right to enter the School. Anyone not wearing the appropriate visitor's badge should be directed to the School Office. Please check with the appropriate office that the person did indeed present themselves and if not report to a member of SLT.
- (iv) Staff should observe and ensure that pupils observe the appropriate standards of behaviour in the classroom, in the grounds, on coaches, at sports, on days out and other events and on trips.
- (v) Staff should not allow the pupils to tamper with any fire or safety equipment. If they observe any fire or other safety equipment that has been tampered with they should immediately report this to the Deputy Head.
- (vi) Staff should ensure that children do not leave the premises without permission. All children (or accompanying adults) must sign out at the appropriate office.
- (vii) Staff should be vigilant that pupils follow the school rules on moving around the premises:
 - a) Classes moving between buildings will walk in single file or twos 'crocodile fashion' stopping where appropriate at regular intervals to collect and take head counts. In the Early Years, children must be counted as they leave and enter a new area.
 - b) Classes stay on the left when moving up and down stairs.
 - c) When two classes come together on the stairs, the descending class has priority.

Classroom Organisation

- (i) Teachers must ensure safe access to their classrooms and all the resources within them.
- (ii) In relation to safe and easy access and unimpaired movement within the classroom the
- (iii) position of the following should be carefully considered:

- a) door(s)
- b) cupboards/storage units
- c) coat pegs
- d) sink(s)
- e) teacher's desk
- f) rubbish bin
- g) children's desks/tables
- h) computer(s)

In areas where there are specific safety rules:

- (i) The Safety Rules in the Science syllabus must be adhered to. A specific schedule for the Science Laboratory is in the Science Departmental Handbook.
- (ii) The Safety Rules in the PE syllabus must be adhered to. The School has a Safety in P.E. Policy.
- (iii) The Safety Rules in Art room must be adhered to.
- (iv) The Safety Rules in DT room must be adhered to. The DT dept. has its own detailed H&S policy.

13. SCHOOL SECURITY

Visitors and Contractors

The relevant school office should be informed at the start of the day, or when the appointment is made if later, of any expected visitors or contractors. They should be informed by the staff member making the appointment whether or not they need a contractors form to be filled in.

All visitors to the school must be signed in by the School Office and given a visitor's badge – regardless of whether or not they have a badge from their company; the badge tells anyone seeing them that they have authorisation to be on site. Our regular contractors should also pick up badges so that we know that they are in the building. Emergency evacuation procedure is printed on the back of each badge and this should be brought to the attention of all visitors.

All visitors coming in to work with children e.g. workshop, will meet with HR with the appropriate identification prior to meeting the children. A completed Safeguarding Checklist and Risk Assessment, if applicable, is given to HR prior to the visitor arriving.

Anyone coming to do any work must have completed our contractor's Health and Safety Form before they start. If possible this should be sent to the firm's Head office when the work is booked. All contractors will be informed about the presence of any asbestos in the area/s that they are working in. This information is kept in the Asbestos Register in the School Office.

Start of Day

- 1. Key Patrol opens up the buildings and turns off the alarms.
- 2. The Front Door is permanently locked but not with mortice lock. Visitors have to ring the bell and are then admitted by the School Office.

End of Day

- 1. The children are dismissed by their form teachers.
- 2. Staff should have left the building by 6.00p.m. If they wish to stay longer, they should inform the Deputy Head. They should close and lock all outside windows and doors and close the classroom door when they leave. No one may stay later than 8.00pm unless attending a late school event.

3. They should not unlock any doors once they have been locked. There is an SLT duty rota with one member of the leadership team on late duty each day. Names and details of how they can be contacted are posted in all of the staffrooms.
4. The key holding company is responsible for locking up and setting the alarm once the cleaners and any staff have finished and left the building.
5. It is not possible for a member of the staff to stay on the premises after the cleaners have finished, other than if arranged with a member of SLT. This includes all after school events. If a member of SLT stays then they must inform the key holding company and take responsibility for locking up and setting the alarm.

14. VIOLENCE TO STAFF

Behaviour of the pupils is covered in the Behaviour Policy, but given the age range of the pupils (3 -13 years) violence to staff is not anticipated to be an issue.

15. MANUAL HANDLING

The Manual Handling Regulations of 1992 are followed. Staff are advised to:

- (i) Avoid hazardous manual handling operations so far as reasonably practicable.
- (ii) Assess any hazardous manual handling operations that cannot be avoided.
- (iii) Reduce the risk of injury so far as reasonably practicable by asking for assistance.
- (iv) Use equipment for manual handling where available but only after the necessary training has been given.

In cases where it is deemed an operation is too hazardous for the employees, outside contractors are engaged.

16. SLIPS AND TRIPS

In addition to termly Risk assessments, regular Health and Safety audits are undertaken which inform the on-going maintenance programme and minimise the risks of slips and trips. All areas of the School are covered by individual members of staff who complete termly inspections which are passed onto the Facilities team.

The site facilities team regularly check for the following:

Loose carpets/flooring
Worn steps
Uneven ground
Lighting issues
Trailing electrical leads
Spillages
Drainage issues

The above list is a sample and all hazards can be reported to the site team by any member of staff using the ticketing system. Staff are reminded in termly meetings of the contact details for the site team.

The site team regularly maintain all walkways, corridors and external areas.

Room specific risk assessments are in place to cover Science, Design Technology/Art and P.E.

17. ON SITE VEHICLE MOVEMENTS

Staff may only park on the School premises if they have the permission of the Head. Staff parking on School premises must arrive by 8am and leave after the majority of the pupils have left. Should they need to leave whilst the School is in session then the School Secretary or another available adult will assist them by making sure that there is no risk to pupils or pedestrians.

Drivers of delivery vehicles that arrive during the school day will report to the School Office on arrival and are not permitted to park on school premises.

18. MANAGEMENT OF ASBESTOS

An asbestos survey of the School has been conducted by Asbestos Survey Projects Ltd. Presence of asbestos is noted in the report but none of the sections identified are in areas of general access. If this status were to change, further consultation would take place with Asbestos Survey Projects Ltd.

All contractors and our regular maintenance personnel must check the asbestos register before carrying out any work on the building.

19. CONTROL OF HAZARDOUS SUBSTANCES

Hazardous substances are kept in containers in locked, designated cupboards. Risk assessments are carried out each term for Science, D and T, PE and games and Art. These follow the Cleapss advisory service model.

20. SELECTING AND MANAGING CONTRACTORS

The School has a list of regular contractors. When these are required to work in the School when pupils are present then they have DBS clearance.

When appointing new Contractors, the Head or his representative will:

- (i) Ask for references from three previous clients.
- (ii) Meet with the contractor and show him round the relevant parts of the School
- (iii) Will draw his attention to Health and Safety measures including emergency evacuation
- (iv) Ensure he has a copy of this policy
- (v) Require him to fill in a contractors Form (see Appendix 5)

Whenever possible all contracted work will take place outside of term time when there are no pupils on site. Should emergency repairs be necessary, these will preferably be undertaken at a weekend. If working on the premises when the children are present is unavoidable, then all care must be taken for the pupil's safety and adjustments will be made to the daily routine to keep them away from the place of work.

Whilst the contractor is working in the School, the Facilities Manager/Director of Estate will ensure that he/she is carrying out all operations with sufficient regard to Health and Safety. In particular:

- (vi) Storage and disposal of paints and chemicals
- (vii) Use of ladders
- (viii) Limitation of noise
- (ix) Care of electrical and other installations
- (x) Disposal of builders waste
- (xi) Maintaining the security of the building

21. MAINTENANCE OF PLANT AND EQUIPMENT

It is the duty of the Head on behalf of the School Governance to ensure all maintenance of plant and equipment is up-to-date on a rolling programme. This is managed in conjunction with the Director of Estate.

- (i) All electrical equipment is PAT tested annually.
- (ii) All maintenance certification and records are kept filed in the Director of Estates Office.

At the end of every term, the Facilities Manager/Director of Estate completes the Premises and Accommodation Checklist which records the date of all testing and certification of electrical, gas, water and other installations as well as Fire procedures. This is then signed and checked off by the Head. (see Appendix 6)

22. FIRE SAFETY

Due concern is taken so that the Regulatory Reform (Fire Safety) Order 2005 is complied with.

Fire Risk Assessment

A fire risk assessment (formally recorded and regularly reviewed) is undertaken bi-annually. This ensures that the School has a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.

This assessment should highlight any shortcomings in the fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances.

Regular inspection of fire-fighting equipment is also arranged and there are termly evacuation practices.

Fire alarms and Door-guards are tested by the school keeper weekly and a record kept.

Fire safety policy and detail of procedures are all covered in the Fire Safety policy.

23. SMOKING

The School has a strict 'no smoking' policy. There must be no smoking on the School premises, in any outdoor area or in any area where the children are present or about to be present. This policy includes trips outside School.

24. EYFS

This policy is for the whole school including the EYFS.

When applying this policy staff must ensure that all Health and Safety arrangements are suitable for and are applied with particular care to pupils in the EYFS.

25. REVIEW

The Head will review this policy statement annually and update, modify or amend it as appropriate and will report on it to the School Governance.

The School Governance of Devonshire House School is Dukes Education Group

Appendix 1: **Staff Confirmation Slip**

General: This form will be sent to staff to complete on Firefly (those members of staff who don't have access to Firefly will need a printed copy returned to Steffany Bento HR Manager)

All staff at the school have been made aware of the requirements to ensure that the health and safety of all at the School are looked after.

All staff have a duty of care to the pupils and to themselves to ensure the health and safety of all.

At the start of each academic year, or immediately staff join the School, all staff are required to sign the appropriate form (see below) indicating that they have read or re-read the Health and Safety Policy.

Fire regulations and escape procedures are regularly revised and practised. Staff should ensure that they know the arrangements for their own classroom.

First Aid equipment is available in all School buildings in located first aid cupboards or boxes. All staff must know the site of these. Procedures for reporting accidents to the Head and logging these in the Accident Book are known and must be adhered to.

The giving of any regular medication is a parental responsibility and the giving of any medication at School is subject to the Nurse's approval. The requisite forms must also be filled in, see staff handbook.

Normally in the event of any emergency, the Deputy Head of that department will contact the parents of any child who has been hurt, either physically or emotionally.

Name:

I confirm that I have read/re-read the Devonshire House Staff Handbook, with particular reference to the Health and Safety Policy 2022 and that I understand my responsibilities outlined therein.

Signature:

Date:

Please return this slip with your Risk Assessment Form to the School Office by Friday 16th September 2022.



Devonshire House Preparatory School

Accident Report Form

(to be completed by the Form Teacher)

Appendix 2: Accident Report Form

Name, Address and Occupation (where applicable) of injured:	
Date, time and place of accident	
When and to whom was it first reported?	
Nature and extent of injury	
Describe fully how the accident occurred (use additional sheet if required)	
Was the employee/pupil seen by a qualified nurse or doctor? If so, by whom and where?	
Signed: FOR COMPLETION BY FORM TEACHER	Date

Any further treatment/comments:		
Signed:		Date:
Accident Report given to Parents?	Yes / No	By:



Devonshire House Preparatory School

Accident Report Form for Parents

(to be completed by the Form Teacher)

Appendix 2a: **Accident Report Form for Parents**

Form:	Date:
Name of injured child:	
Date, time and place of accident:	
Nature and extent of injury:	
How accident occurred:	
Treatment given and by whom:	
Care advice:	
Signed:	Date:



Risk Assessment

(Autumn Term only)

Appendix 3: Risk Assessment

Room or Area -		Name -	Date -		
Questions you should ask		Yes	Further action needed	N/A	
Movement around the classroom	Is the flooring in good condition?				
	Are there any changes in floor level or type of flooring that can be highlighted?				
	Are trailing electrical leads prevented wherever possible				
	Are gangways between desks kept clear?				
	Are procedures in place for spillages?				
Work at height	Is there any need within this room to access areas above shoulder height?				
	What are the procedures in place?				
	Do you have access to a step ladder if necessary?				
Furniture and fixtures	Are all permanent fixtures in good condition and securely affixed?				
	Is furniture in reasonably good repair and suitable?				
	Is any portable equipment stable?				
	Are all windows safely restricted or barred?				
	Is there any risk of burning from radiators and heaters?				
Computers and similar equipment	Has a workstation assessment been made on your desk?				
	Are all fixed cables and sockets in good repair?				
	Are all plugs and cables in good repair?				
	Has all electrical equipment been PAT tested?				
Fire	Are all exits clear, unobstructed, unlocked, easy to open from the inside?				
	Is the necessary firefighting equipment to hand in your area and do you know where it is?				
	Are evacuation procedures clearly displayed?				
	Are you aware of the drill for your area?				
Ventilation and heating	Does the room have natural ventilation?				
	Can a reasonable temperature be maintained during the average working day?				
	Are measures in place to assist this i.e. blinds?				
Covid 19	Are all desks facing the front of the classroom?				
	Does your room have a lidded bin?				
	Does your room have alcohol based hand sanitizer?				
	Does your room have tissues?				
	Is there a bottle of disinfecting spray?				
Other	Is there a roll of tissue?				
	Are all hanging blind cords fixed to avoid strangulation?				



Devonshire House Preparatory School

Risk Assessment Update

To be completed and returned at the start of every Spring and Summer term only.

Appendix 4: **Health and Safety Form 4: Risk Assessment Update**

Room or Area	
This is to confirm that:	
a) all risks reported at the end of last term have been addressed	Yes / No
b) there are no new risks that I have identified	Yes / No

If the answer to either (a) or (b) is No, please fill in details of risks below, use the back of this sheet if necessary.

Location	Risk	Action Taken	Implemented by: Date:

Name of Staff Member:

Date:

Signature:

Please return to the School Office by the end of the first day of term.

Devonshire House School Promotes a Healthy and Safe Environment



Devonshire House Preparatory School

Contractors Health & Safety Form

To comply with the School's Health and Safety Procedures this form must be completed, including relevant attachments, prior to commencing the contracted work.

Appendix 5: Contractors Health & Safety Form

Contractor name and address:	
Telephone number: Number of employees: Nature of work: Length of time taken for work:	
I / We consider myself / ourselves to be (a) competent practitioner(s) for the allocated tasks.	Yes / No
I / We follow my / our proper Health and Safety procedures including, if relevant, working alone procedures and own emergency checking and contact arrangements	Yes / No
I / We have Public Liability Insurance	Yes / No
I / We have Employer's Liability Insurance	Yes / No
I have Professional Indemnity Insurance	Yes / No
Where necessary I will make myself conversant with the School's Health and Safety Policy	Yes / No
If under any circumstance an individual from your firm is working alone on the School premises, please confirm that you have made appropriate arrangements for a lone worker.	Yes / No

There is no reason, including my or my staff's records, why I should not undertake this work in a school. I have checked fully, including with references and my staff's suitability.

Signature: _____

Date: _____

Name and title of person completing this form: _____

* n/a means not applicable – if you have no employees. If you are a sole employee of your company you should have this.

Devonshire House School Promotes A Healthy And Safe Environment